STATE OF NORTH DAKOTA

PROJECTS MANUAL

PEOPLESOFT
VERSION 8.4

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Disclaimer

Written by MAXIMUS, ERP Solutions Division, March 204.

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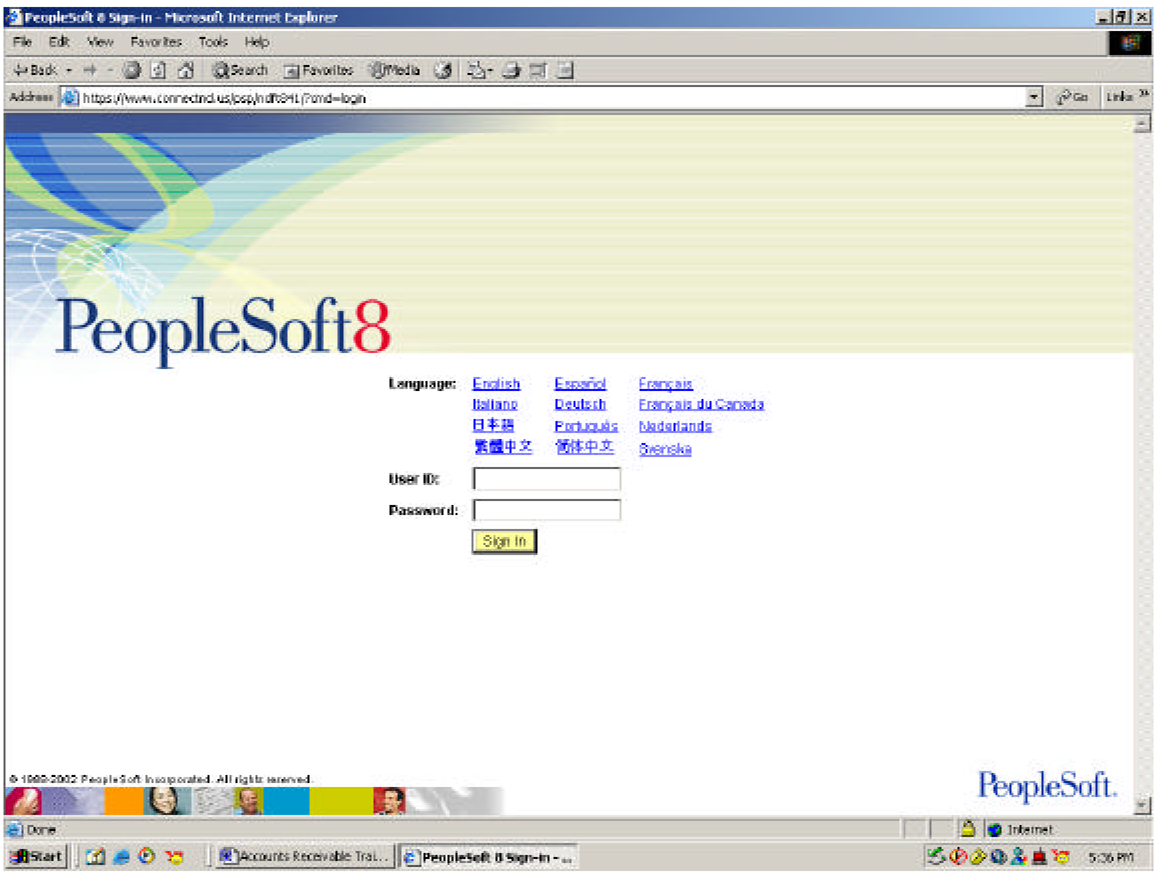
Signing into PeopleSoft

- Enter your unique User ID and Password.
- Click Sign In.



Effective Dates within PeopleSoft

- EFFECTIVE DATES are very important in PeopleSoft. When you enter information, it is important that you effective date it with either the date that you entered the information, or a future/past date that the information became active. Therefore, if a customer has an address change effective the end of the current month. You can bring up the customer and ADD a new row using the + icon. It is important that you do not just change the current information in the system. This will lead to processing problems down the line since the information within the database is linked to each other. The proper way to add or change information is to add a new row and effective date it with the proper information. In our example above, you would effective date the new address with the date for the end of the month (when the move is to occur). PeopleSoft will choose which information to use based on the effective date that is the closed to the current date (not including future dates).

- INACTIVATING information within PeopleSoft also works with Effective Dates. If you wanted to inactivate a piece of information, you would bring up the customer and ADD a new row using the + icon. It is important that you do not just change the current status to INACTIVE in the system. This will lead to processing problems down the line since the information within the database is linked to each other. The proper way to Inactivate information is to add a new row and effective date. Change the new row's status to INACTIVE. In our example above, if you wanted to change the customer's old address, you would add a new line to the existing customer information. The new line would be used with the new effective date for which the new address is valid. You would then update the address accordingly. If there is not a change and you just want to inactivate an item in PeopleSoft, you would need to again add a new line with the appropriate effective date and change the status to INACTIVE. This way you retain history and processing does not have inactive information tied to it.

- CORRECTION MODE should not be used to change information. The proper way to change information is by adding a new row with a new effective date.

- RUN CONTROLS: It is important that you set up unique Run Controls for each different process that you will be running. If at any time your process fails over and over again, your Run Control could have become corrupted. At that time, create a new Run Control and rerun the process. Sometimes this will work. If not, contact your IT support person for help.

PeopleSoft Icons to Remember

- Search: Will do a search based on searching criteria and bring up valid values.
- Clear: Will clear the search dialog page of any values so that you can re-enter information.
- : Will bring up a list of valid values.
- : Will bring up a calendar that you can use to specify a date.
- : Click on the drop down box to see a list of valid values that you can choose from.
- Hyperlink: Click on the hyperlink to go to the specified page.
- Save: Will Save the page.

- Refresh : Will refresh the data on the Process Monitor.
- Process : Will initiate the process specified.
- Return to Search: Will return to the search dialog page.
- Next in List: Will show the next entry in the list.
- Add: Will add another value.
- +: Will add another line.
- −: Will delete another line.
- Totals Find | View All First 1 of 1 Last

  : Will allow you to view all or selected lines.
- Select All : Will select all values in the list.
- Deselect All: Will deselect all values in the list.
- New Window : Will open a new PeopleSoft Internet page.
- Run : Will run the process.
- Lookup: Will perform a search based on the searching criteria.
-  : Will refresh or build the page.
-  : Will create entries.
-  : Will delete entries.

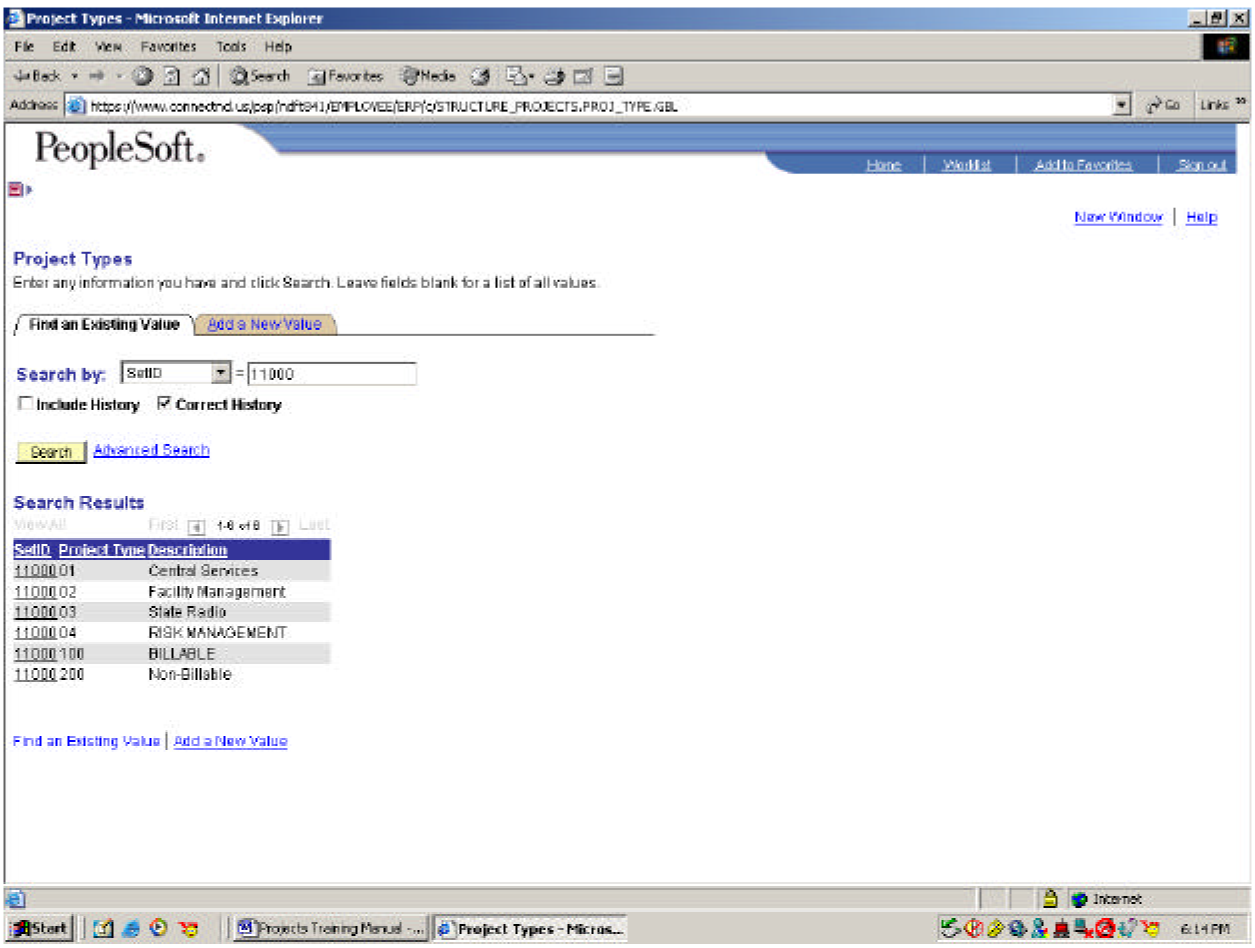
Projects Setup

Defining Project Types

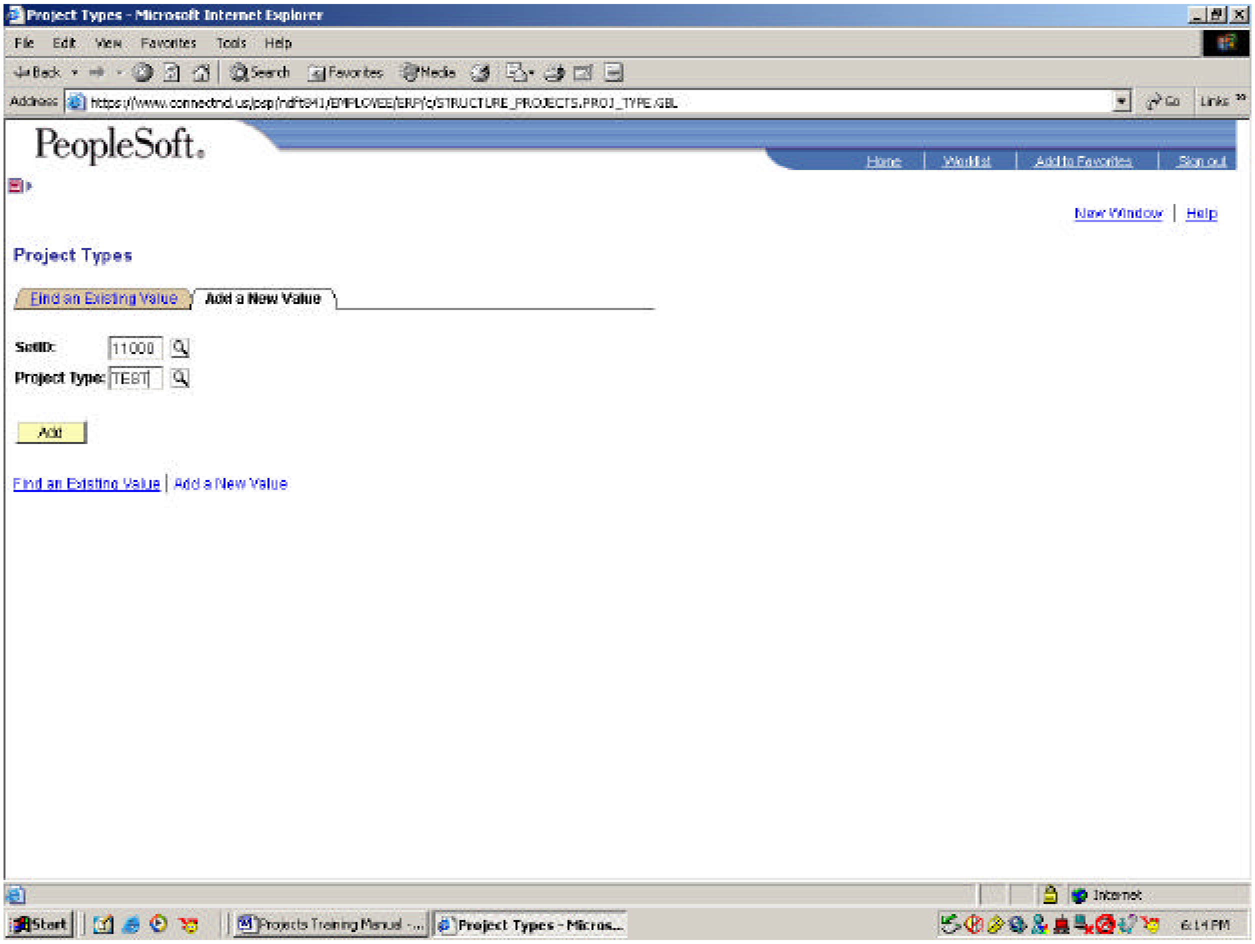
- Project types are markers to help you organize your projects.
- When you assign a project type to your individual projects, then you can analyze a group of projects in relation to each other.

Note: If the project will be using 'Standard Activities', you must select a project type.

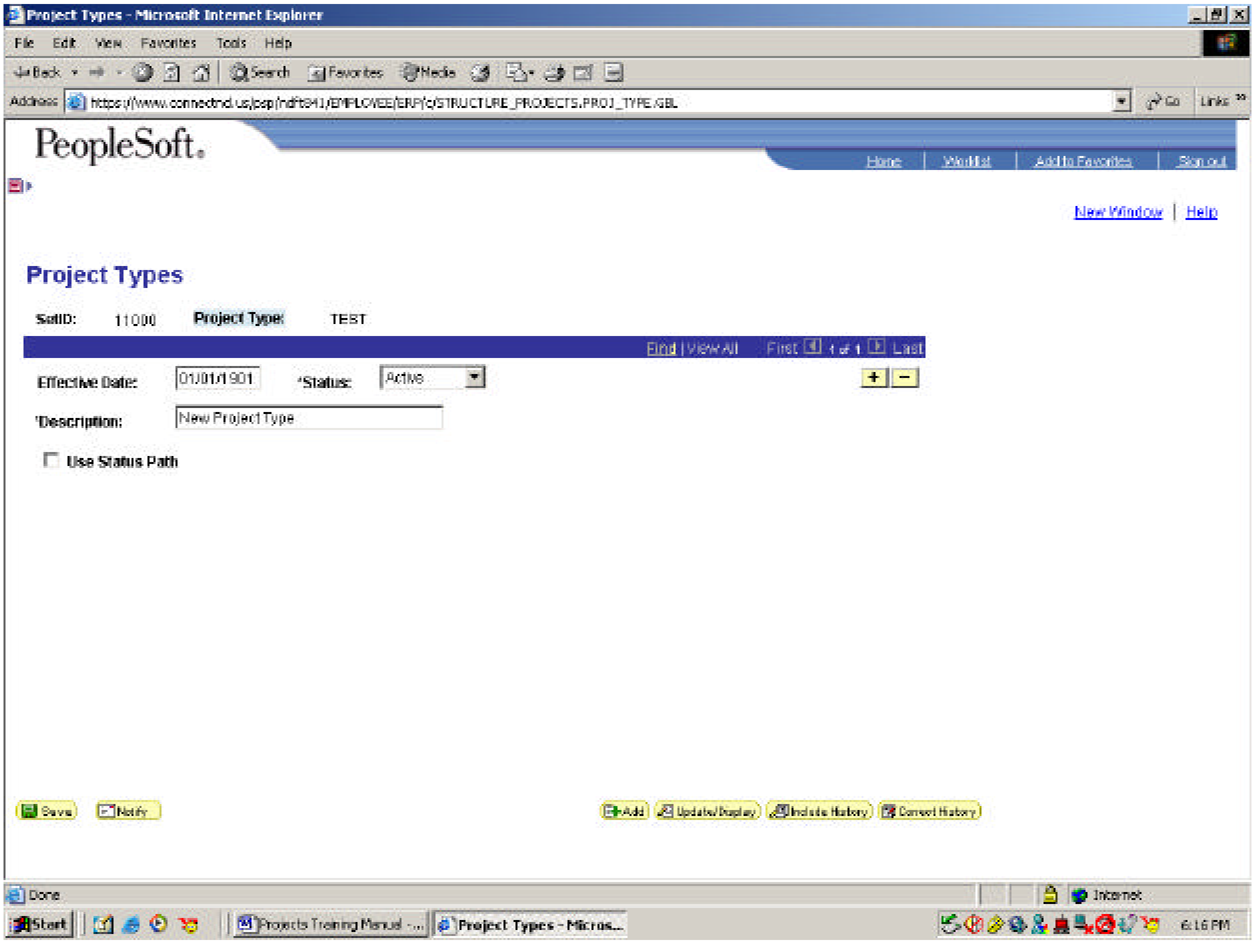
Setup Financials / Supply Chain > Product Related > Projects > Project Options > Project Type



- Click on the Add a New value tab to add a new Project Type.



- Business Unit: Project Business Unit. Click on the magnifying glass icon to see a list of valid values.
- Project Type: Enter the Project Type identifier.
- Click Add.



- Effective Date: Enter the appropriate effective date.

- Status: Active (If you want to inactivate this Project type, add a new row using the add icon and change the status to inactive. Make sure that the new inactive row has an appropriate effective date.)

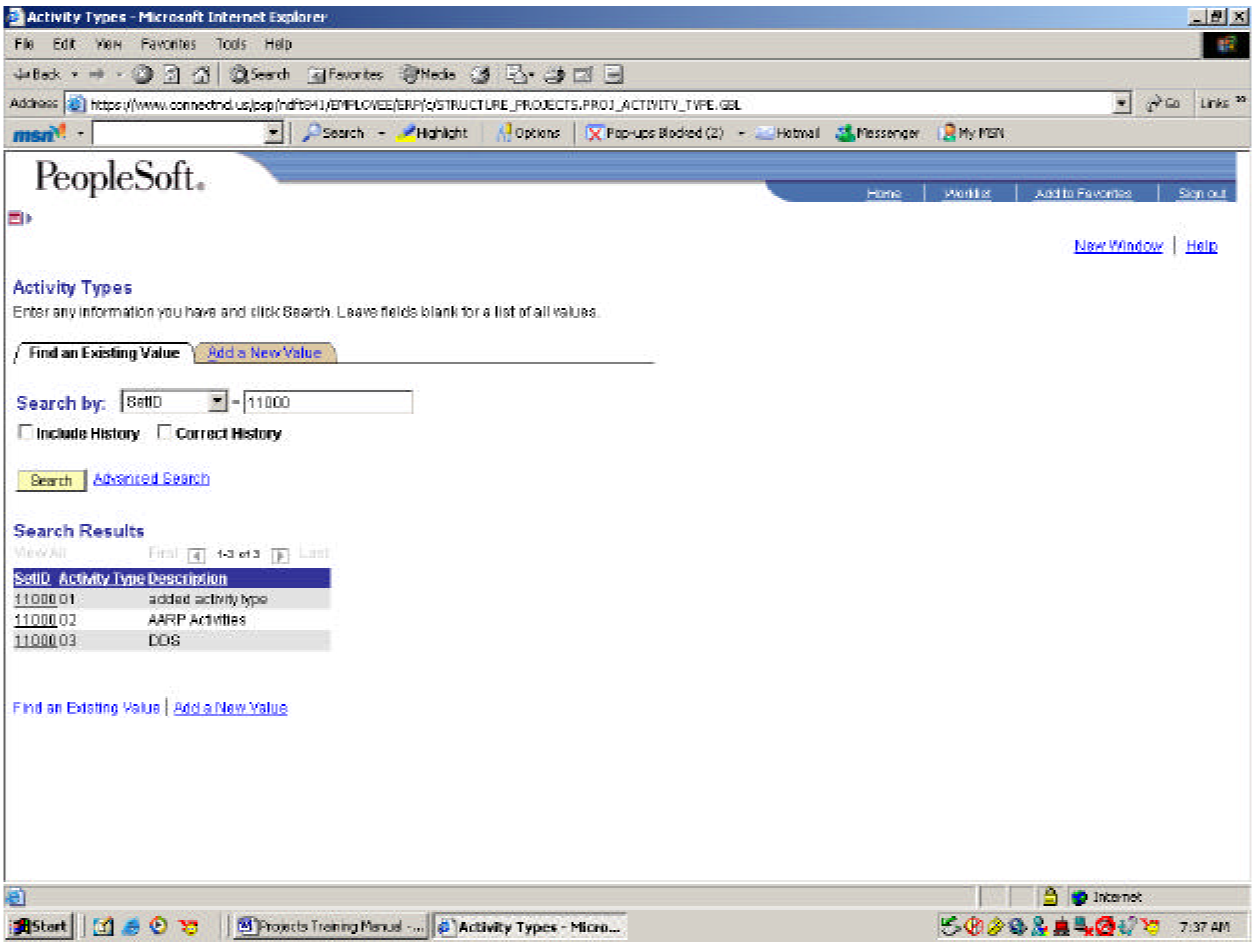
- Description: Enter the appropriate description.

- Click Save.

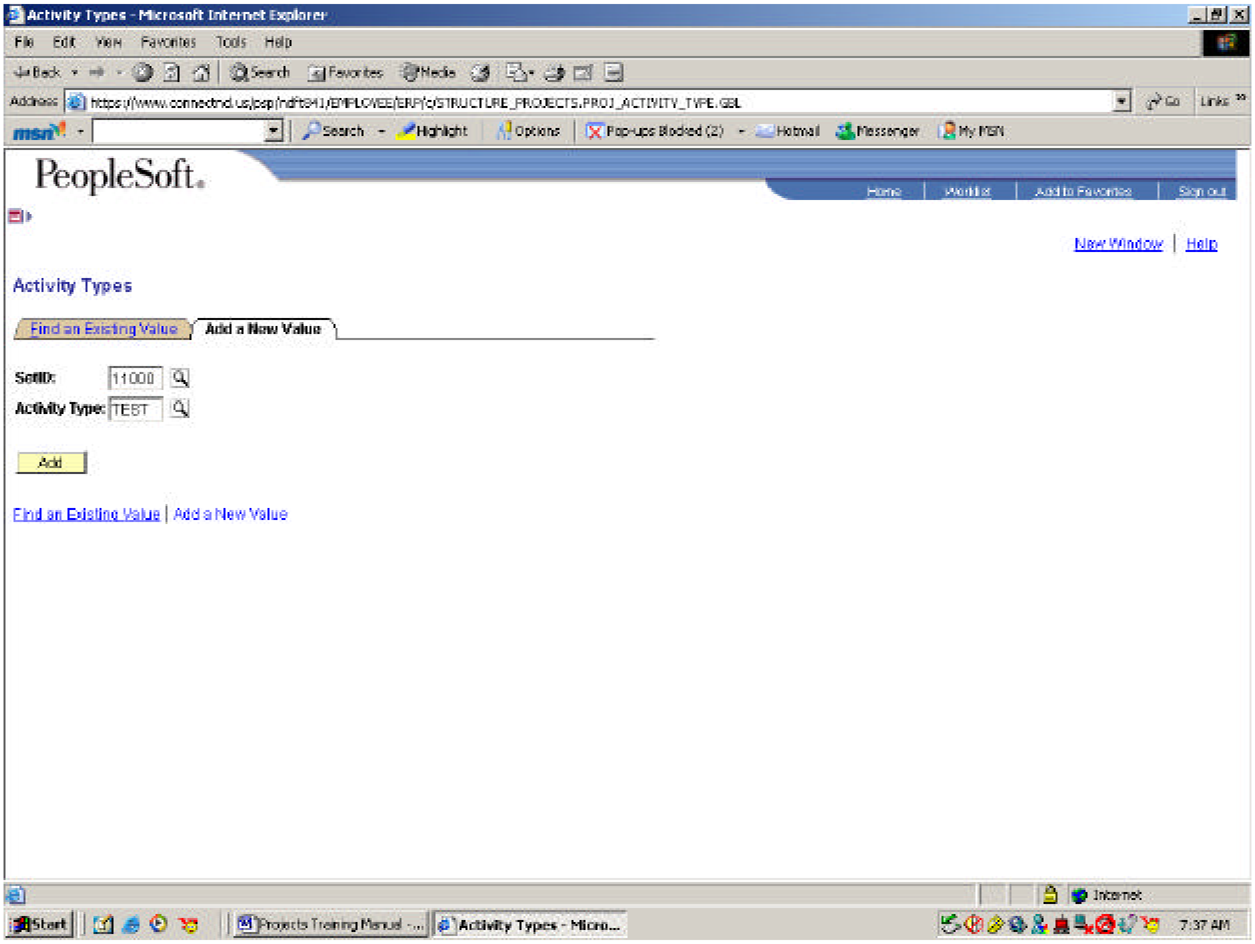
Defining Activity Types

- Activity Types are labels that identify and group activities to facilitate analysis and reporting.

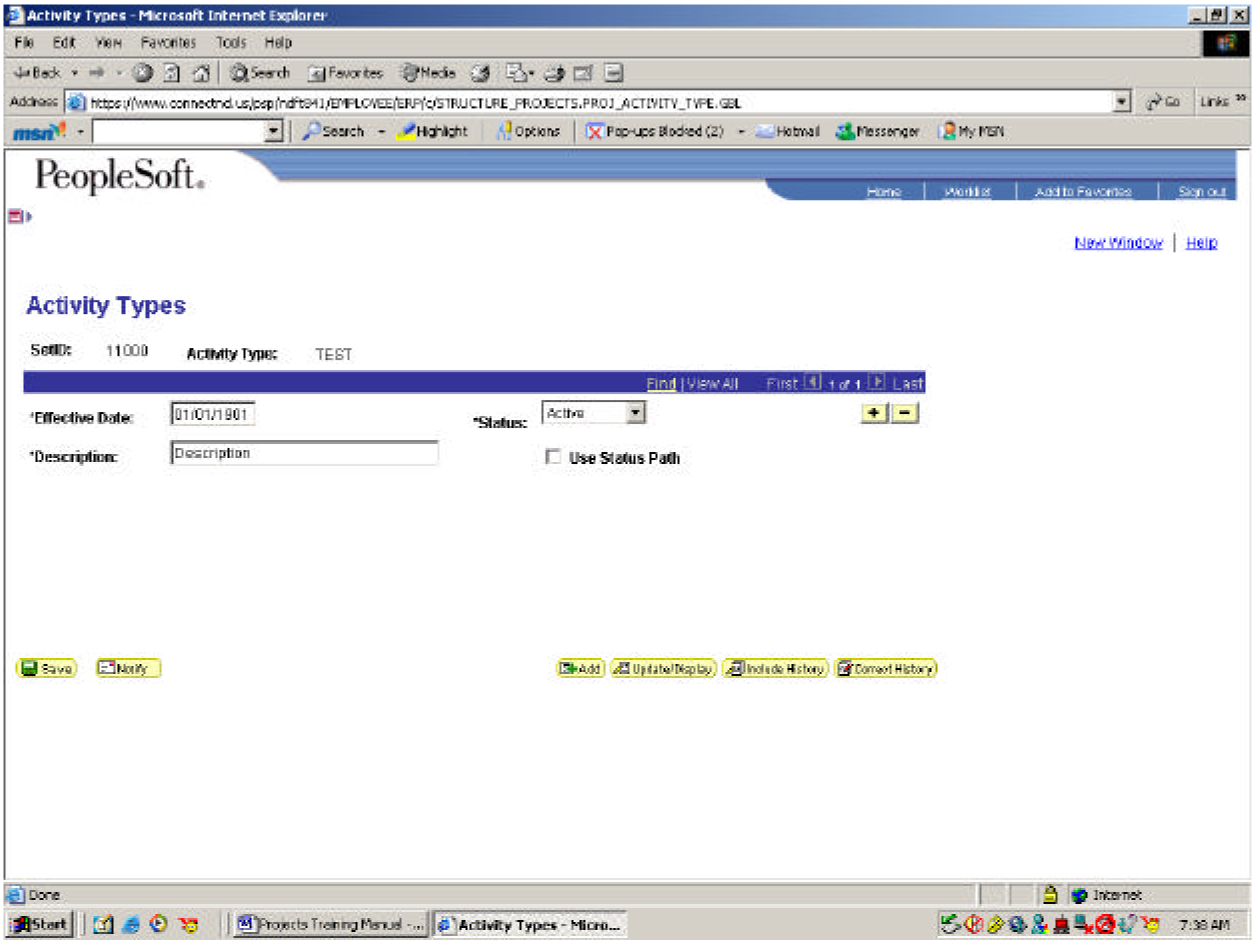
Setup Financials / Supply Chain > Product Related > Projects > Activity Options > Activity Type



- Click on the Add a New value tab to add a new Project Type.



- Business Unit: Project Business Unit. Click on the magnifying glass icon to see a list of valid values.
- Activity Type: Enter the Activity Type identifier.
- Click Add.



- Effective Date: Enter the appropriate effective date.

- Status: Active (If you want to inactivate this Activity Type, add a new row using the add icon + and change the status to inactive. Make sure that the new inactive row has an appropriate effective date.)

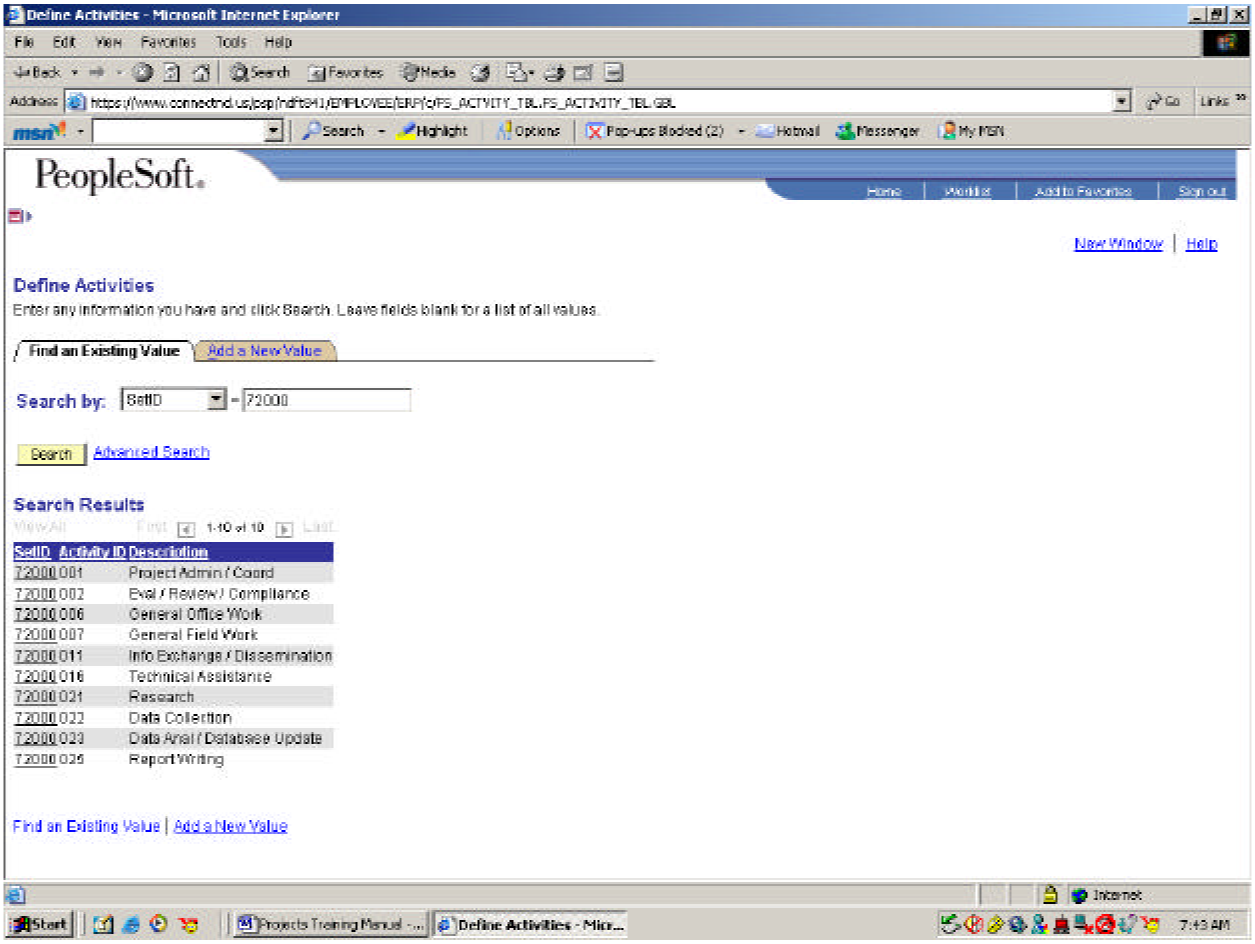
- Description: Enter the appropriate description.

- Click Save.

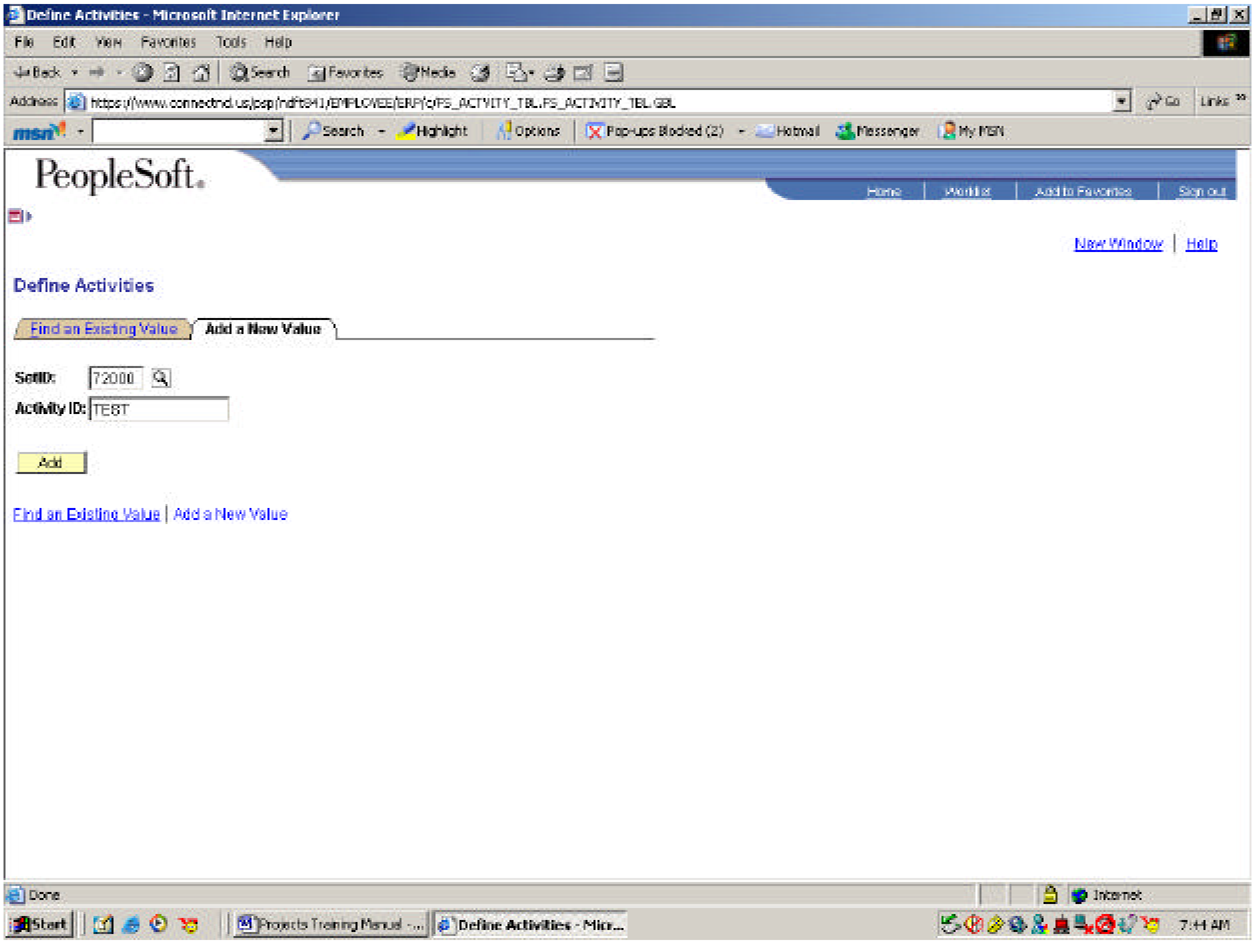
Standard Activities

- An organization may, for reporting or analysis purposes, want to limit the number and types of activities that can be assigned to a project.
- When users want to assign an activity to a project, they are limited to assigning only standard activities that have been predefined using the Activity page.
- Standard activities are keyed by SetID and based on project type.
- The project types must be set up first to be selected here.
- To enable standard activity functionality for a Project, check the Standard Activity box on the Projects General - Definition page. Projects will them be only allowed to pick from the pre-defined list of standard activities and will not be able to create activities ad-hoc on the Activities page.

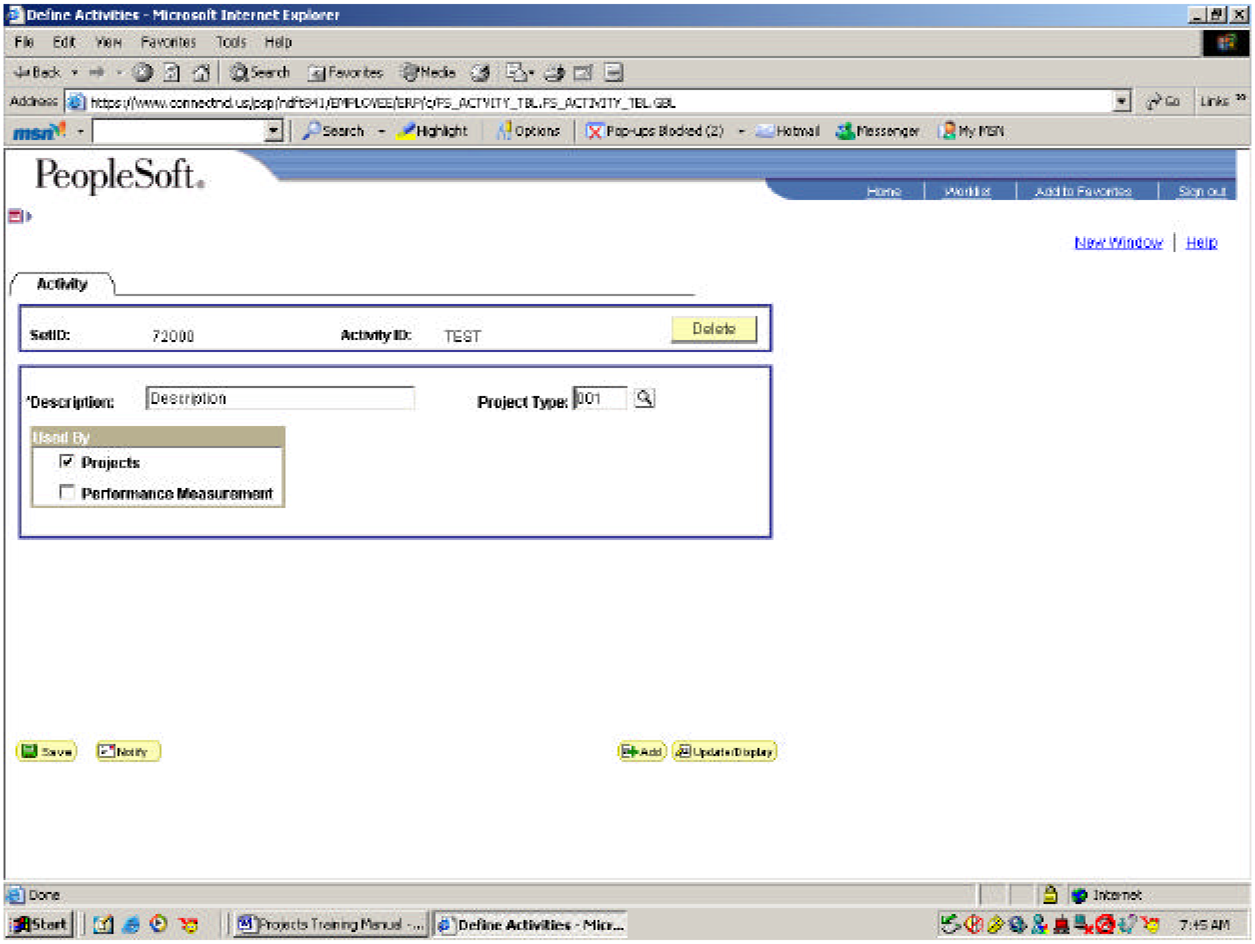
Setup Financials / Supply Chain > Common Definitions > Activities > Define Activities



- Click on the Add a New Value tab.



- SetID: Project Business Unit. Click on the magnifying glass icon to see a list of valid values.
- Activity ID: Enter the Activity ID identifier.
- Click Add.



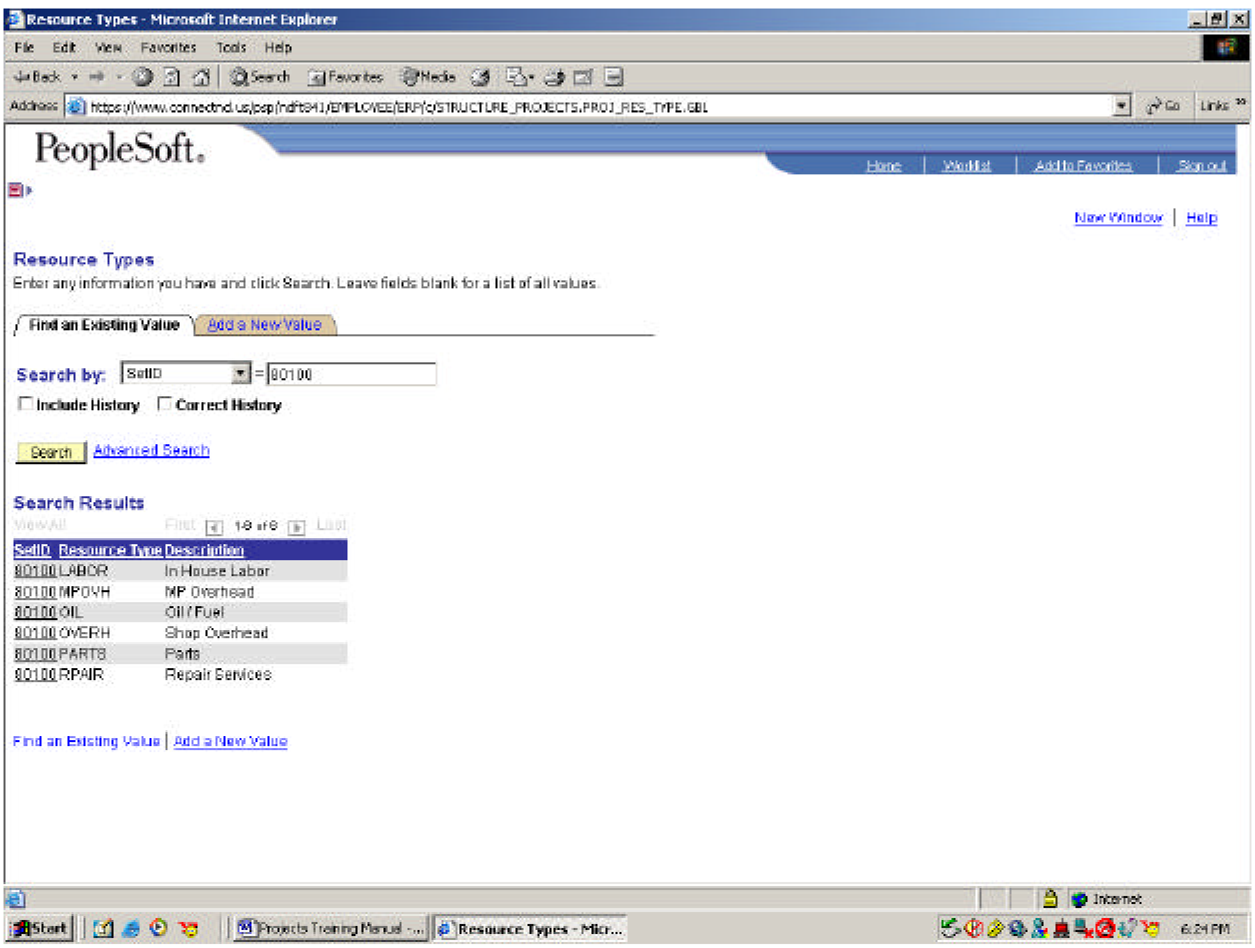
- Description: Enter the appropriate description.
- Project Type: Required. Click on the magnifying glass icon to see a list of valid values.
- Used by Projects: Check this box.
- Click Save.

Resource Types

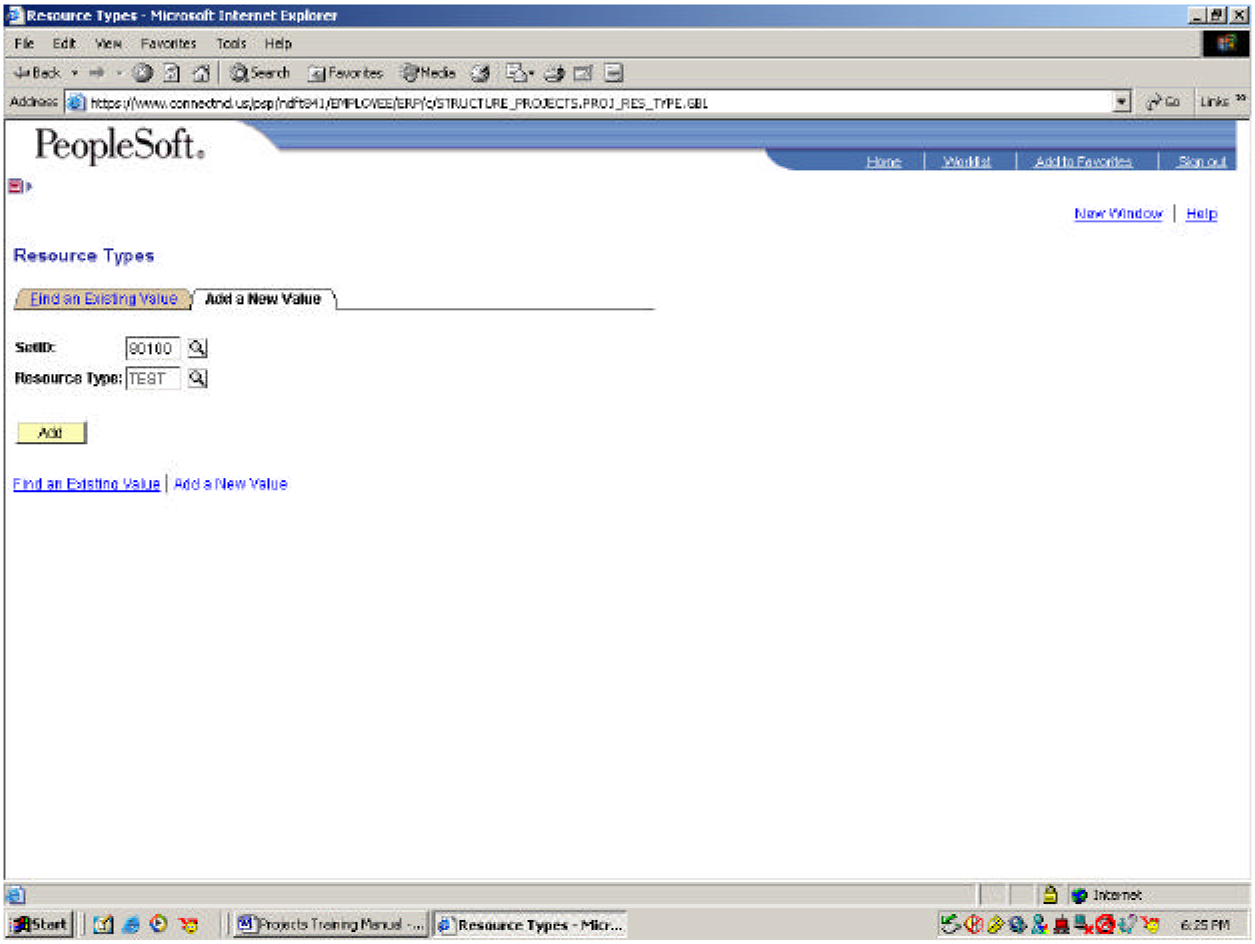
- Resource Types are optional, user-defined fields assigned to individual resource rows.
- They are used to further identify the transactions.

Note: Currently only DOT and Game and Fish will use Resource Types.

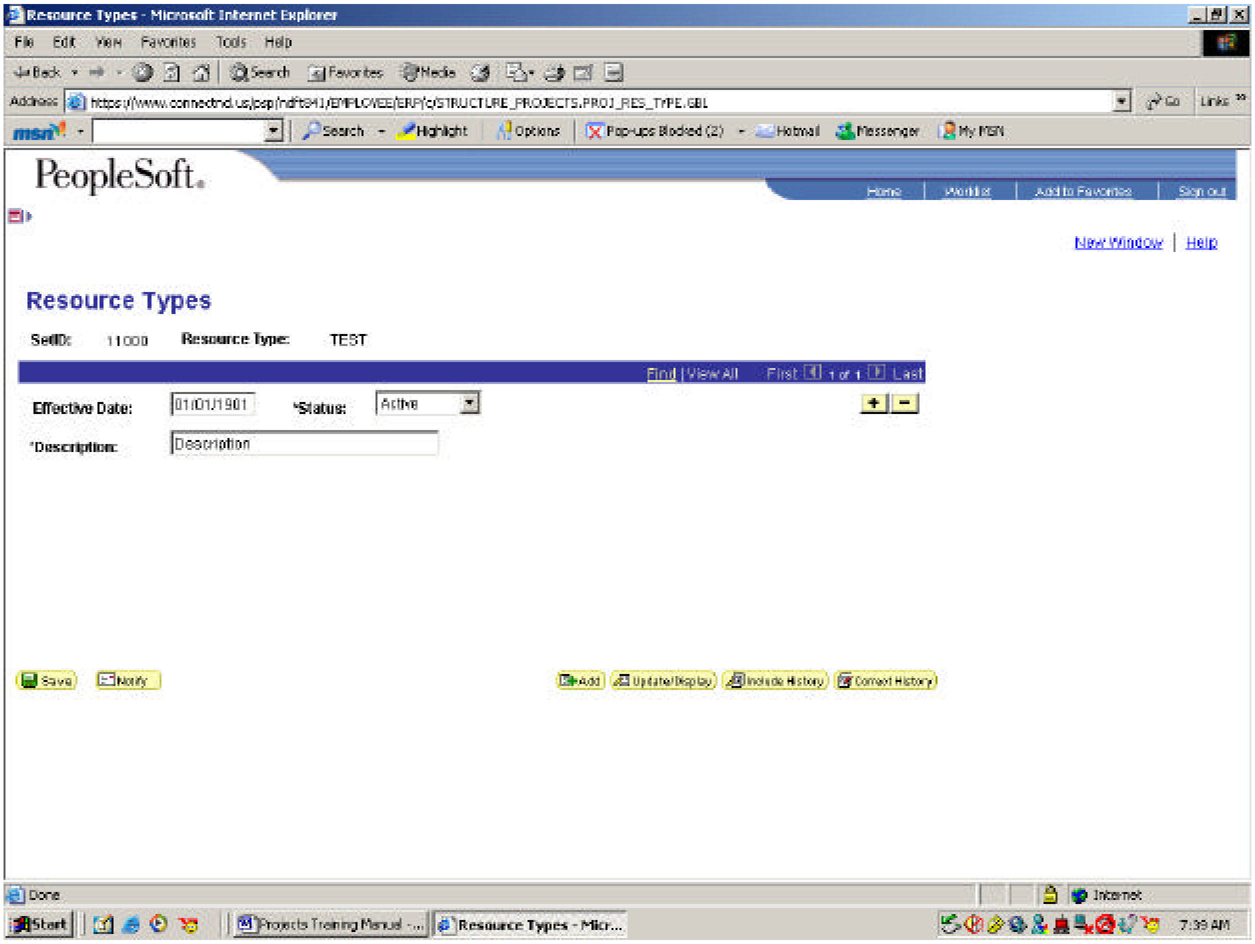
Setup Financials / Supply Chain > Product Related > Projects > Resources > Resource Types

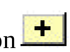


- Click the Add a New Value tab to add a new Resource Type.



- SetID: Projects Business Unit. Resource Types are setup at the Business Unit level. Click on the magnifying glass icon to see a list of valid values.
- Resource Type: Enter the Resource Type identifier.
- Click Add.



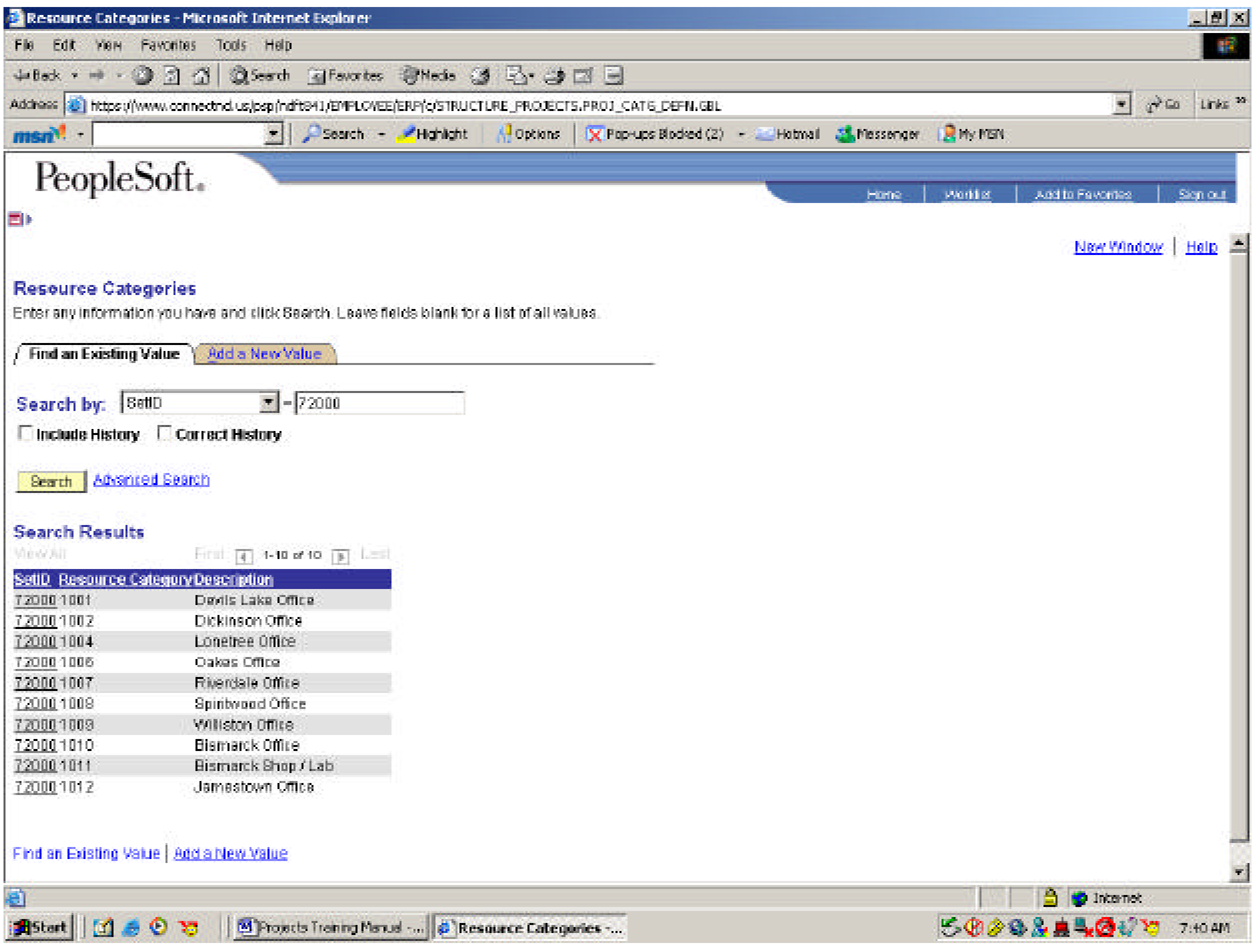
- Effective Date: Enter the appropriate effective date.
- Status: Active (If you want to inactivate this Resource type, add a new row using the add icon  and change the status to inactive. Make sure that the new inactive row has an appropriate effective date.)
- Description: Enter the appropriate description.
- Click .

Resource Categories and Subcategories

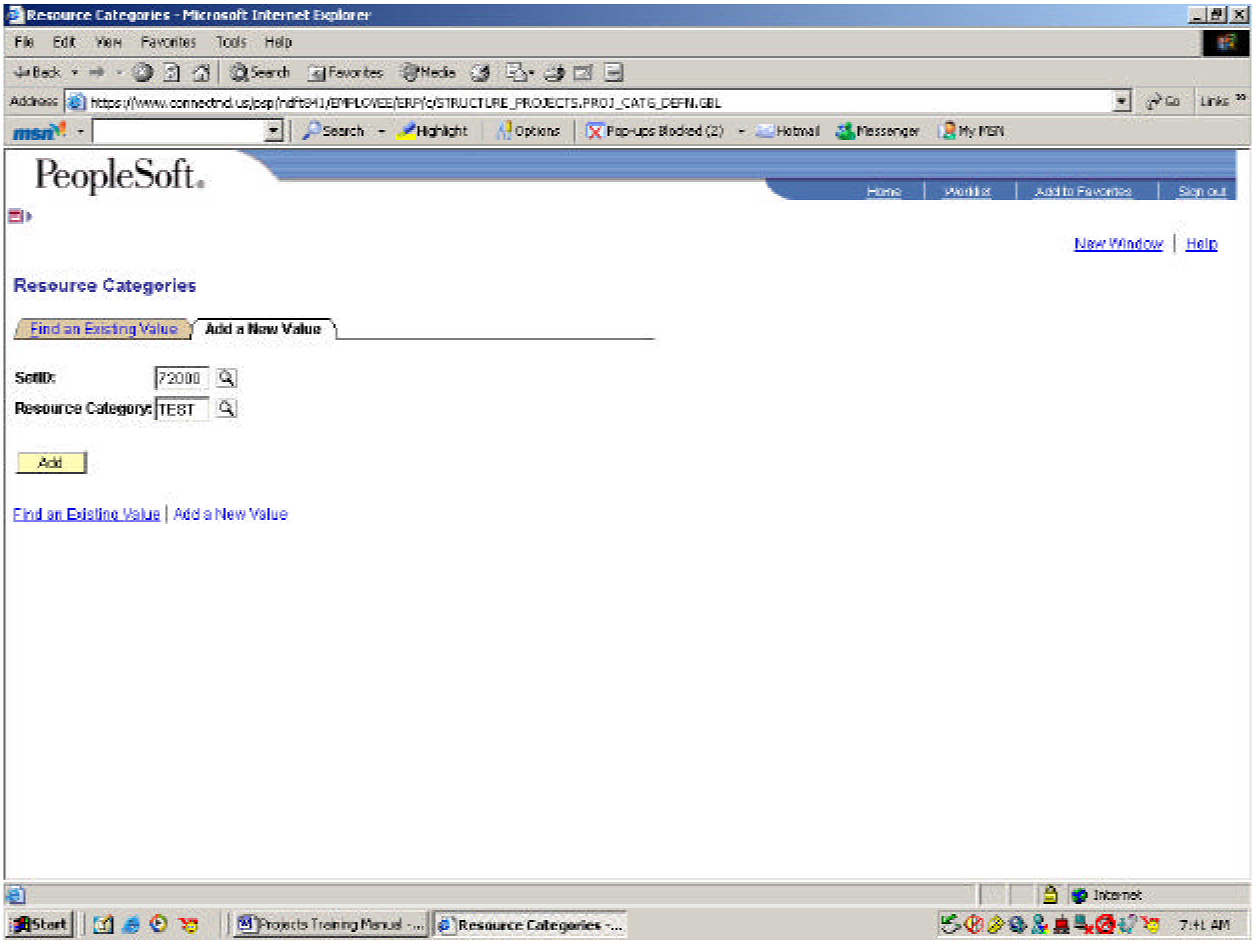
- Resource Categories and Subcategories are optional fields and allow you to further differentiate your resource rows.

Setup Financials / Supply Chain > Product Related > Projects > Resources > Resource Category / Resource SubCategory

Note: Currently only Game and Fish will use Resource Categories.



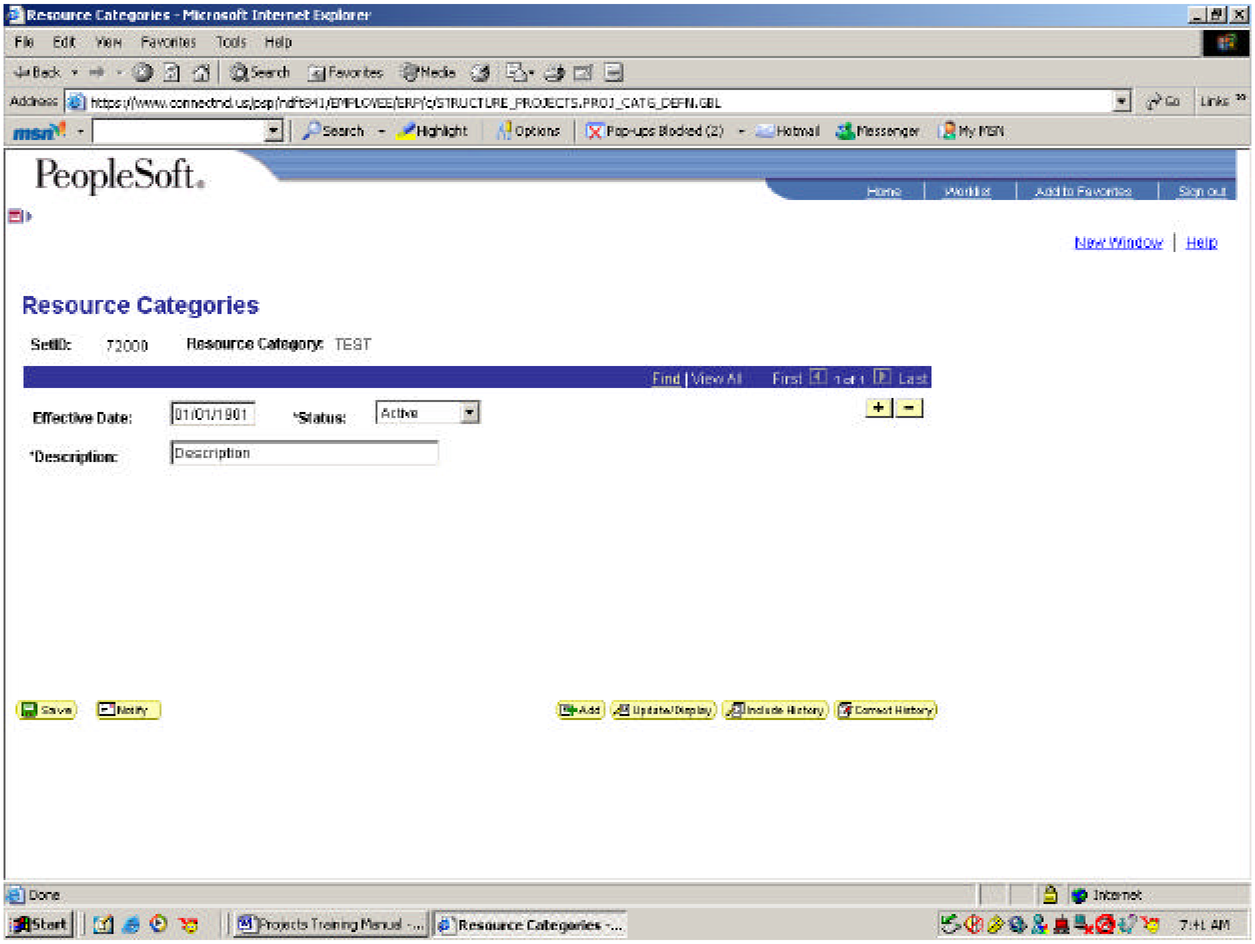
- Click on the Add a New Value tab.



- SetID: Projects Business Unit. Resource Categories are setup at the Business Unit level. Click on the magnifying glass icon to see a list of valid values.

- Resource Category: Enter the Resource Category identifier.

- Click Add.



- Effective Date: Enter the appropriate effective date.

- Status: Active (If you want to inactivate this Resource Category, add a new row using the add icon and change the status to inactive. Make sure that the new inactive row has an appropriate effective date.)

- Description: Enter the appropriate description.

- Click Save.

Analysis Types

- Analysis Types are assigned to individual resource rows to identify the different types of transactions in your system.
- While most of the Analysis Types you will use are delivered with the system, you can set up your own or update the existing types.
- The following analysis types are necessary in order for PeopleSoft Projects analysis groups, reports, and processes to function properly.
- Adding Analysis Types will be done by OMB.

Analysis Type	Description	Analysis Type	Description
ACT	Actual Cost	GLE	General Ledger Expense
BAJ	Billing Adjustment	GLR	General Ledger Revenue
BD1	Total Cost Budget - Scenario 1	GNT	Grant Reimbursement
BD2	Total Cost Budget - Scenario 2	OLT	Over Limit Amount
BD3	Total Cost Budget - Scenario 3	ORD	Order
BD4	Total Cost Budget - Scenario 4	PAY	Time and Labor Actual
BD5	Total Cost Budget - Scenario 5	PCA	Profile Adjustment
BD6	Total Cost Budget - Scenario 6	PCL	Profile Cost Summary
BD7	Total Cost Budget - Scenario 7	PFS	Proceeds from Sale of Asset
BD8	Total Cost Budget - Scenario	PSD	Purchase/Sold Time Discount

BIL	Billable Amount	PSR	Proceeds from Sale Summary
BLD	Billed Amount	PST	Purchase/Sold Time
BRT	Billing Retainage	FTC	Forecast Cost to Complete
BUD	Total Cost Budget	RAJ	Released Retainage Adjustment
CBA	Cost Budget Adjustment	REB	Rebate
CCA	Closed Commitment Adjustment	REQ	Requisition
CLS	Asset Cost Summary	RET	Retirement Cost
COM	Commitment including Purchase Order & Subcontractor	REV	Revenue
COR	Cost of Removal of Asset	RRT	Released Billing Retainage
CRR	Cost of Removal Cost Summary	RRV	Requisition Reversal
CRV	Commitment Reversal	SHD	Shared Discount
CST	Costing	SHR	Shared Revenue
DEF	Deferred Amount	SUT	Sales/Use Tax
DSC	Billing Discount	TLA	Time and Labor Estimate
EMP	Projects Employee Time	TLB	Time and Labor Estimate for Billing
ESB	Engagement Plan Bill Estimate	TLC	Time and Labor Contractors
ESC	Engagement Plan Cost Estimate	TLX	Cost from Time Traveler
FBD	Fixed Cost Billed Amount	UAJ	Prepaid Utilization Adjustment

FCC	Completion Cost	UTL	Prepaid Utilization (Billing)
FND	Fund Distribution	WTO	Write Off
FRV	Fixed Cost Revenue Amount		

Analysis Groups

- Over the life of a project, you will accumulate a large number of resource rows. Analysis Groups help organize and manage these rows, by allowing you to group your rows for use in viewing, reporting and processing.
- An Analysis Group is made up of one or more Analysis Type.
- Well-designed Analysis Groups will help you create meaningful reports.
- Creating or changing an Analysis Group will be done by OMB.

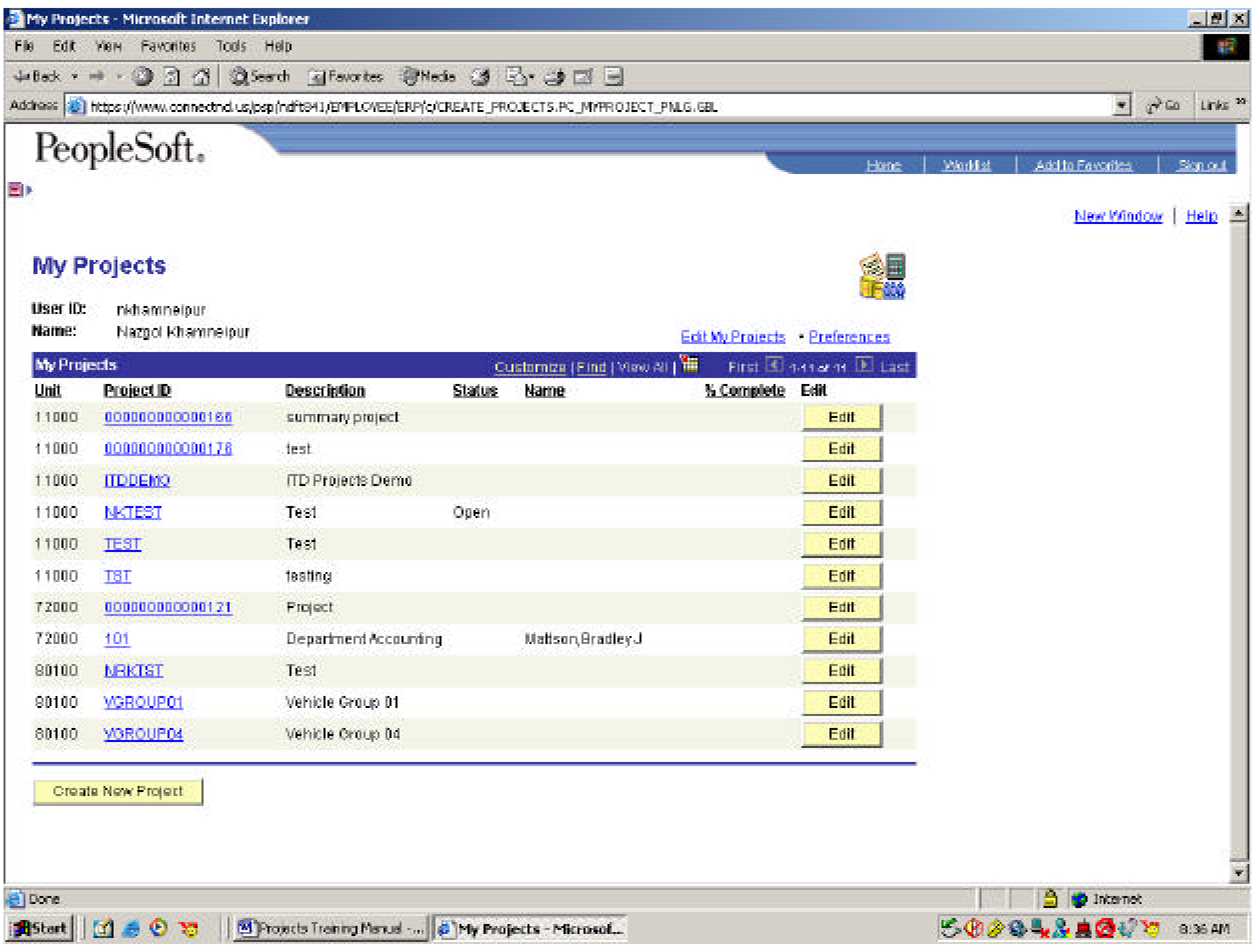
Analysis Group	Description	Analysis Group	Description
ACT	Actual Cost	PCADJ	Projects to Asset Management Profile Adjustment
ALL	All Analysis Types	POADJ	Purchasing Adjustments
AMRET	Asset Management - Retire proceeds and costs	PRECL	Projects to Asset Management Profile Summary
BLD	Billed transactions - Worksheet to PROJ_RESOURCE	PSBLD	Billing to Projects
BUD	Budgets	PSLMT	Limit Processing
CLOSE	Projects to Asset Management Asset Summary	PSREV	System Revenue
Copy	Template Copy	PSTDR	Purchase Sold Time/Discounts Reporting
Costs	Estimated and Actual Costs	PSWKS	Billing Worksheet Grouping

FOR2C	Forecast Cost at Completion	RETIR	Projects to Asset Management Retirement Costs
GL	General Ledger Analysis Types	UNBLD	Unbilled Transactions
OPENC	Open Commitment Balance	VARY	Variance

My Projects

- You can use the “My Projects” page to create a list of projects you frequently access, and to set your user preferences for default values in fields.
- This greatly reduces the time needed to find and access the projects you are monitoring.

Projects > Personalize > My Projects

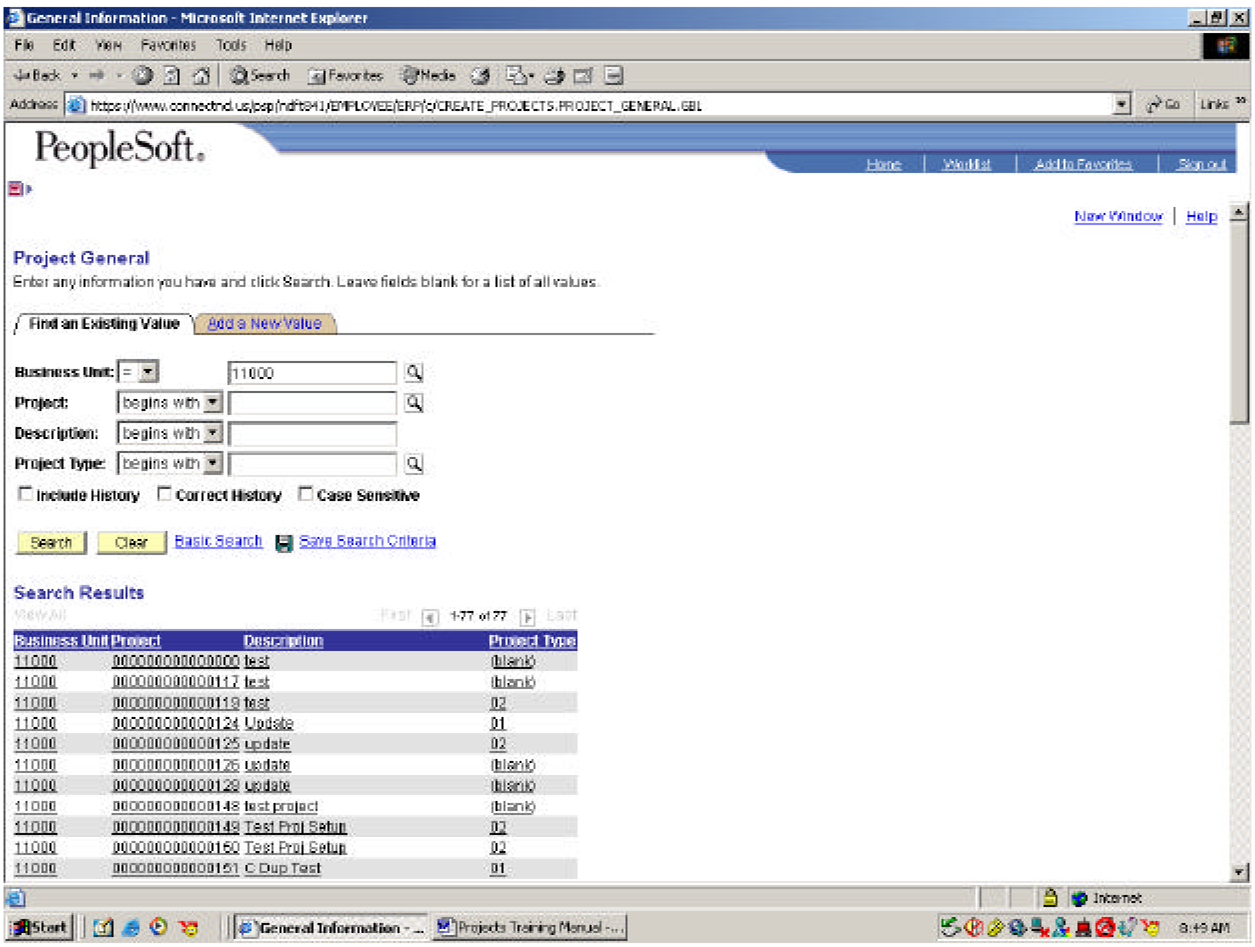


- Click on Preferences hyperlink.

Adding a Project to “My Projects” Page

- The easiest way to find a project and add it to your list is from the General Information link.
- Consequently, you can also add projects to the My Projects page by clicking on the Edit My Projects hyperlink on the My Projects page. (See below for more details)

Projects > Projects > General Information



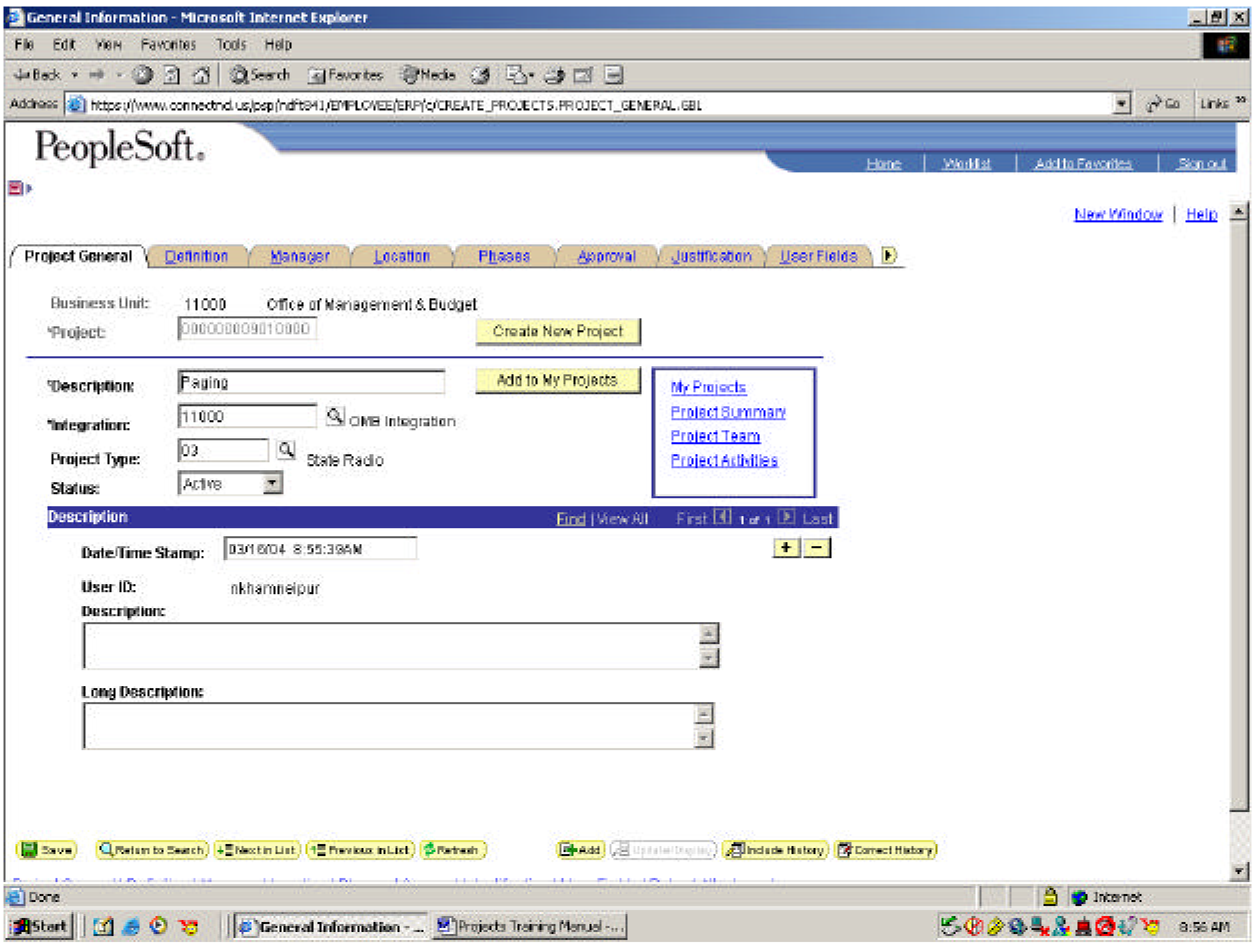
- Business Unit: Projects Business Unit. Click on the magnifying glass icon to select from valid values.
- Project: Enter the Project ID – if known. Click on the magnifying glass icon to select from valid values.
- Description: Enter the Project Description – if known.

- Project Type: Enter the Project Type – if known. Click on the magnifying glass icon to select from valid values.

Note: If the project will be using ‘Standard Activities’, you must select a project type.

- Click Search to pick from the returned list of Projects that fit your search criteria.

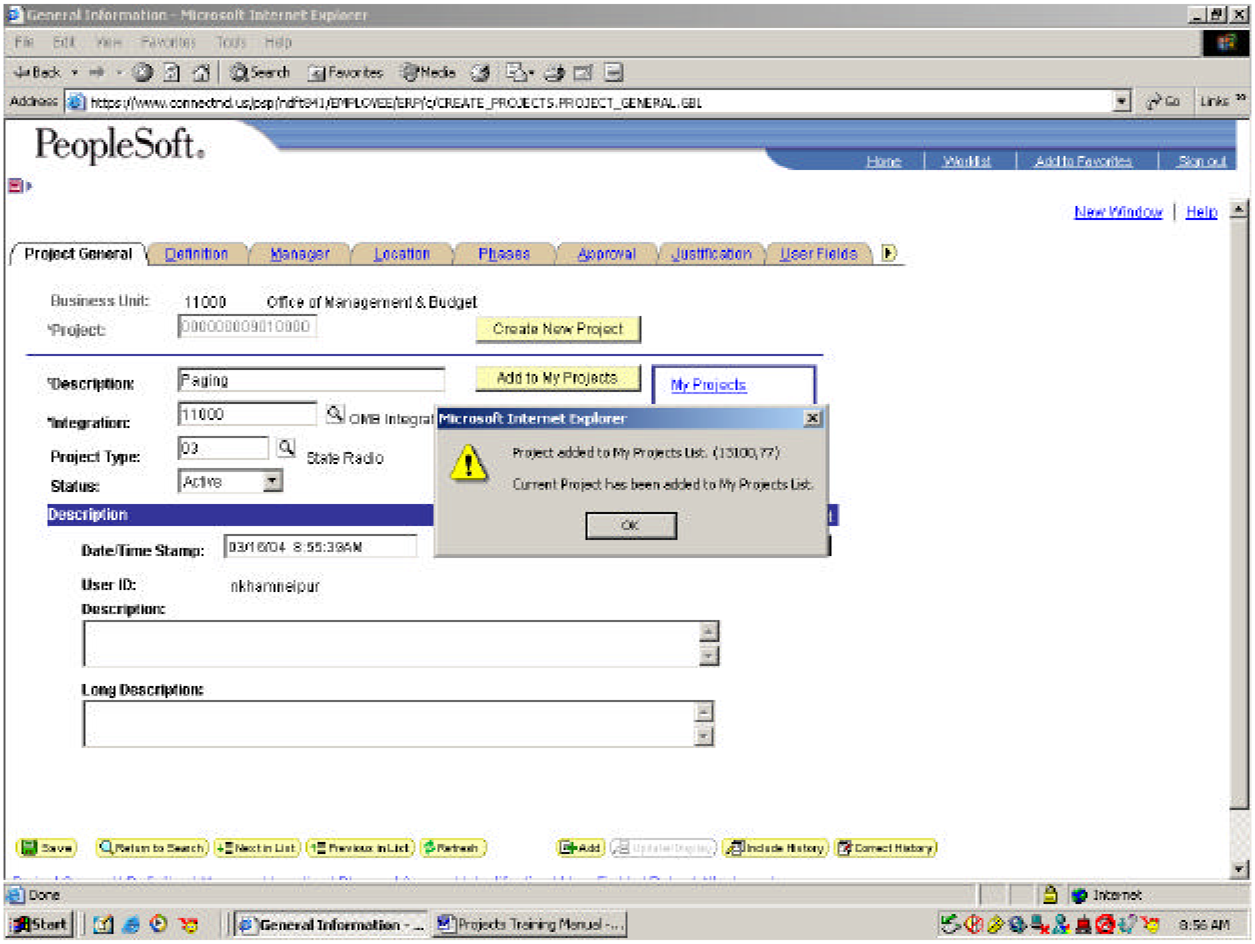
- Click on the link to the project you want to select.



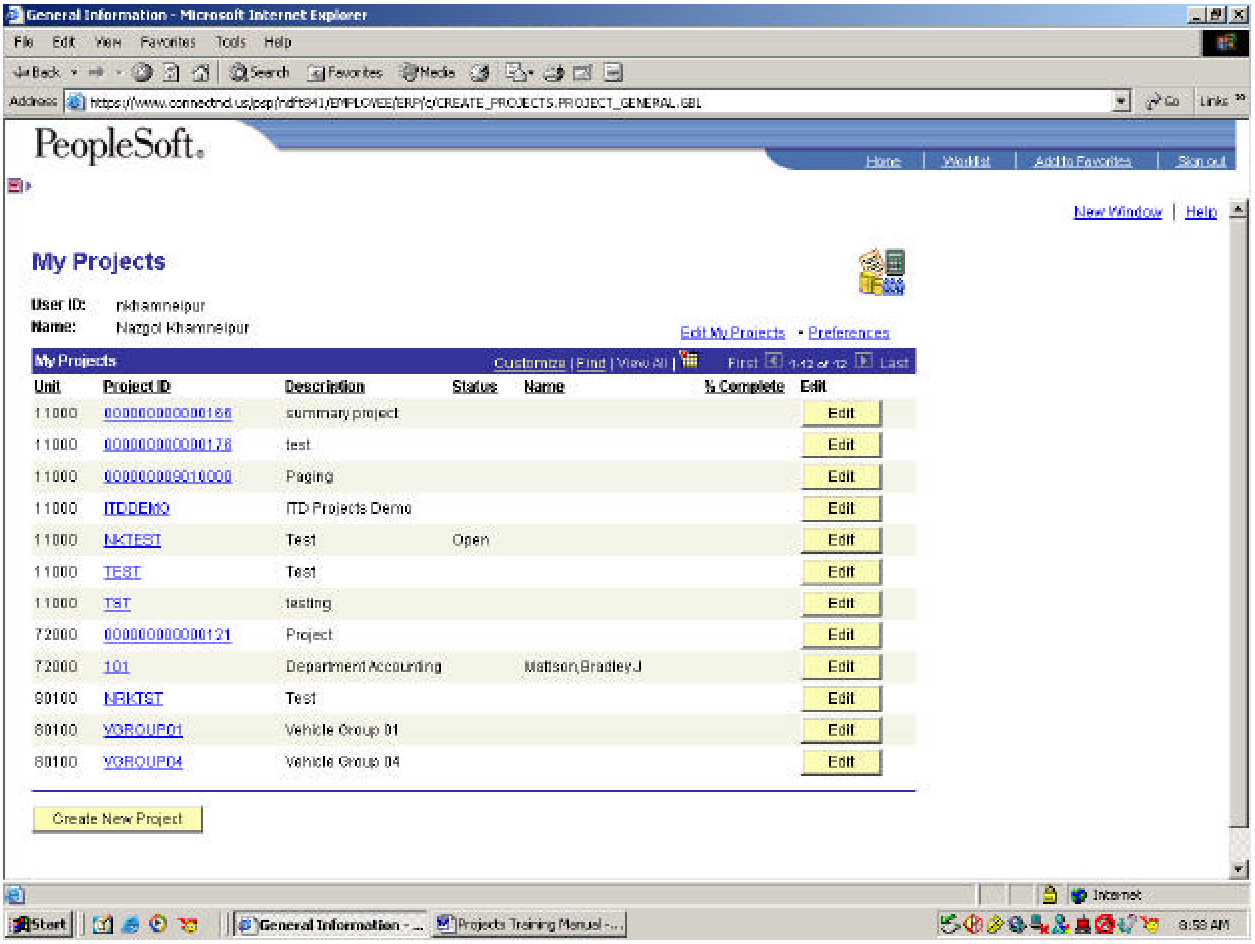
- On the Project General page for the selected project, click the Add to My Projects button.

- You will get a message that the project was added to your list.

- Click “OK”.



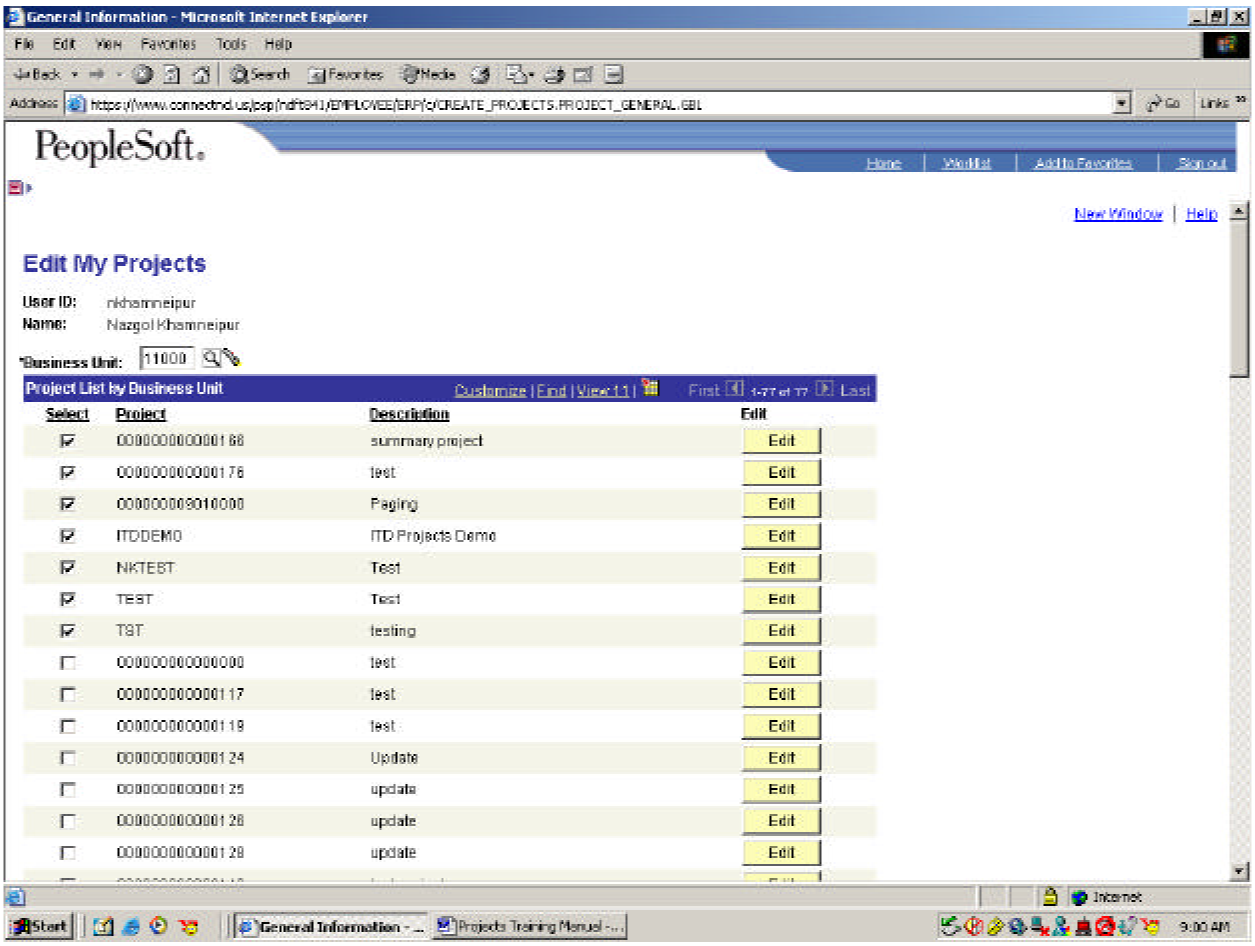
- Now check your “My Projects” page by clicking on My Projects hyperlink in the box to the right. You will see that the selected Project is now available on your list.



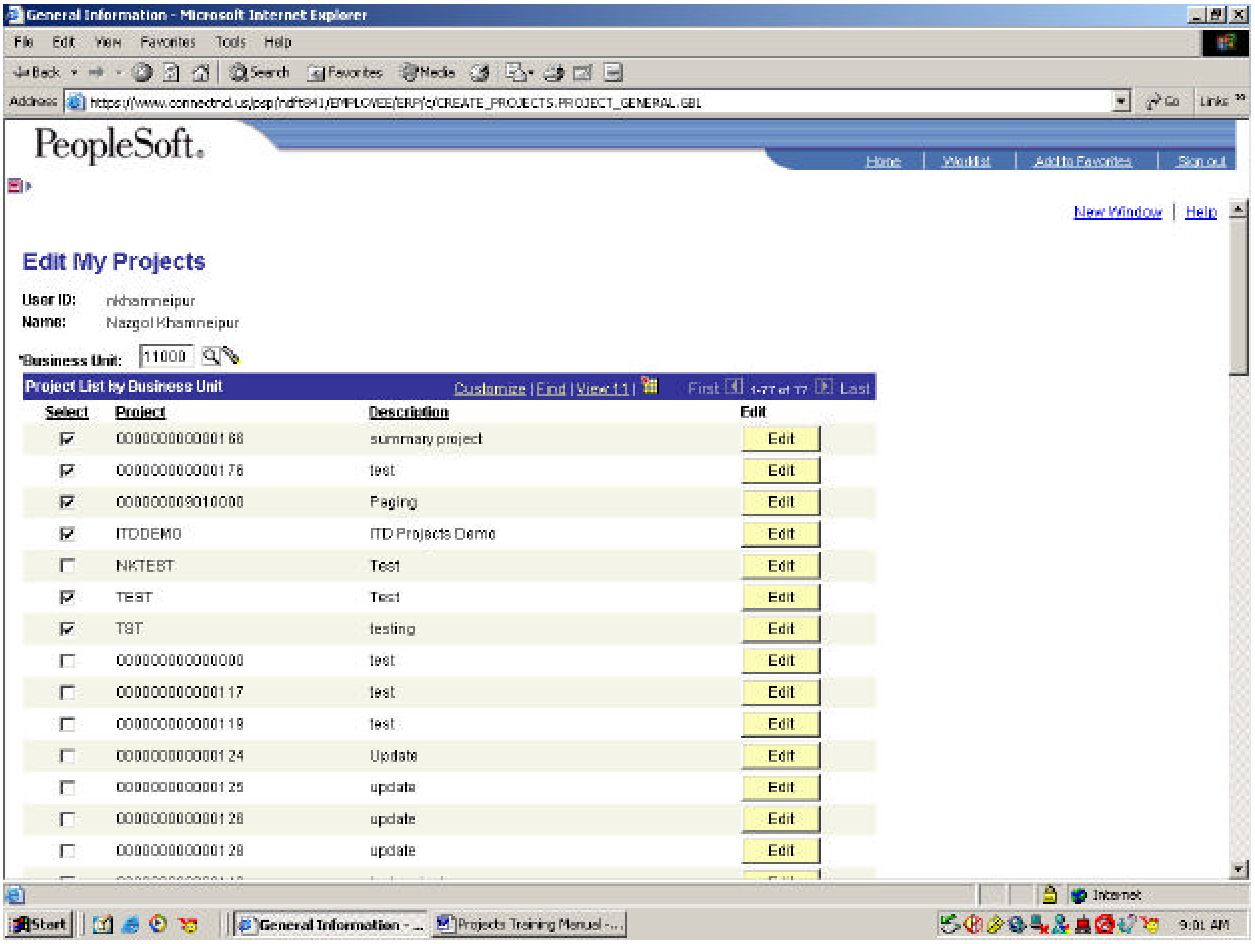
Unit	Project ID	Description	Status	Name	% Complete	Edit
11000	000000000000166	summary project				Edit
11000	000000000000178	test				Edit
11000	000000009010000	Paging				Edit
11000	ITDDEMO	ITD Projects Demo				Edit
11000	NKTEST	Test	Open			Edit
11000	TEST	Test				Edit
11000	TST	testing				Edit
72000	000000000000121	Project				Edit
72000	101	Department Accounting		Mattson,Bradley J		Edit
80100	NRKTST	Test				Edit
80100	VGROUP01	Vehicle Group 01				Edit
80100	VGROUP04	Vehicle Group 04				Edit

Removing / Adding a Project from "My Projects" Page

- To remove a project from "My Projects," click on Edit My Projects hyperlink. This will take you to a list of projects, with your selected projects at the top.

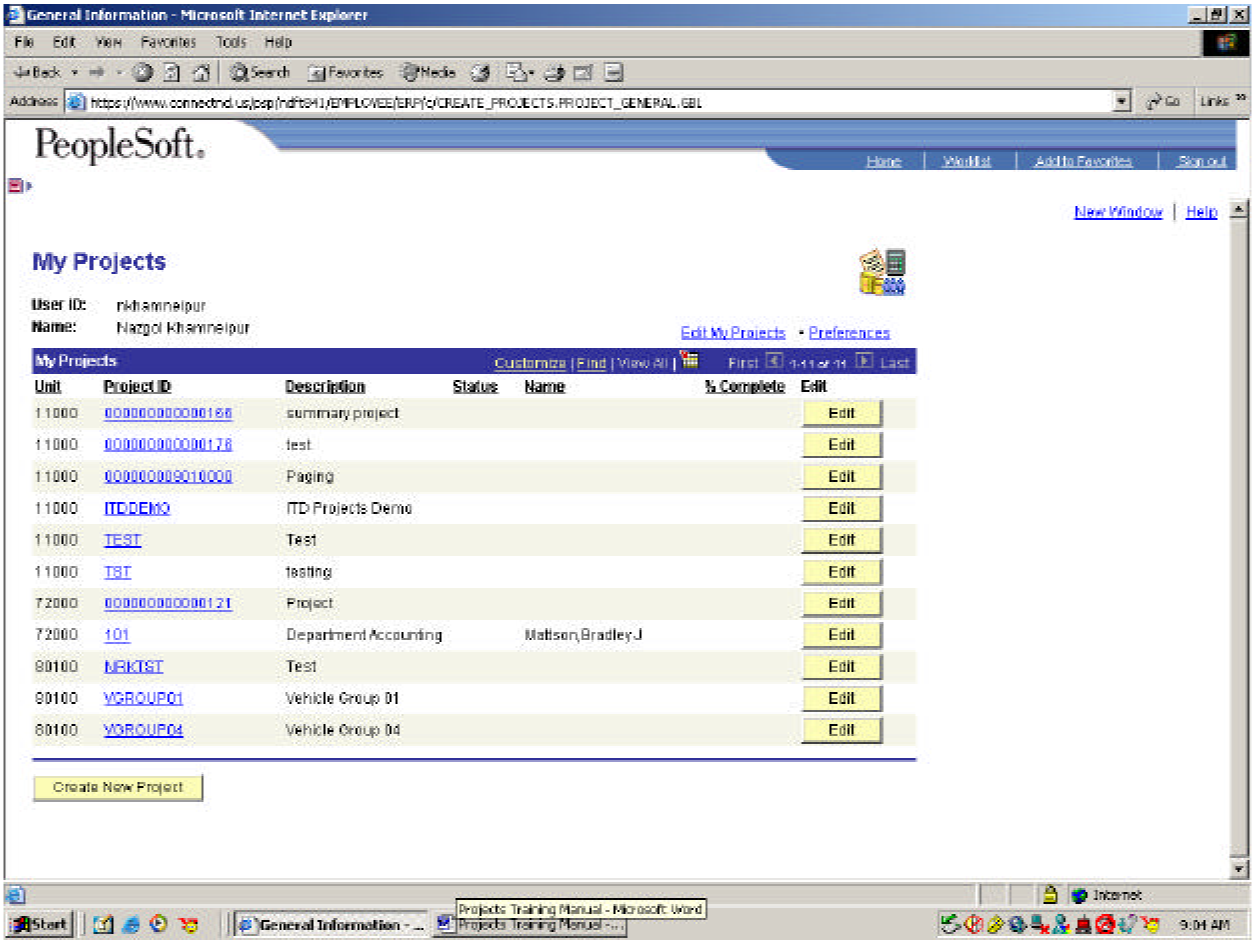


- To take a project off of your 'My Projects' list, uncheck the little box to the left of the Project.



Note: Optionally, you can use this page to add additional Project Ids to you My Projects list. Simply navigate to the Edit My Projects page, check the checkbox next to the selected Project. Then click the Save button.

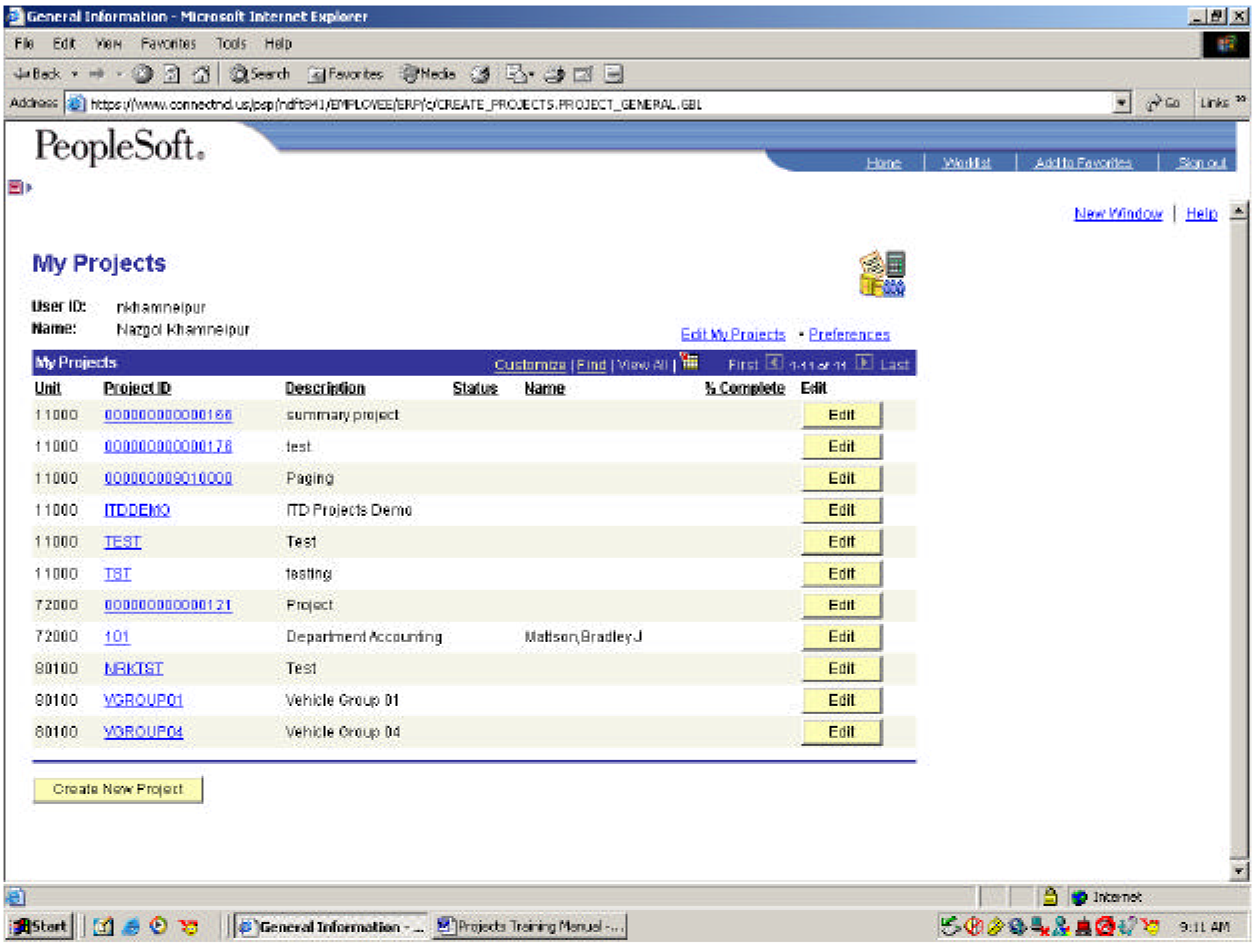
- Click the Save button on the bottom left side of the page.
- Once you click the Save button you will be returned to My Projects page automatically. The projects you unchecked will be gone from your list.
- Consequently click the Return to [My Projects] hyperlink to return to the My Projects page if you made no changes.



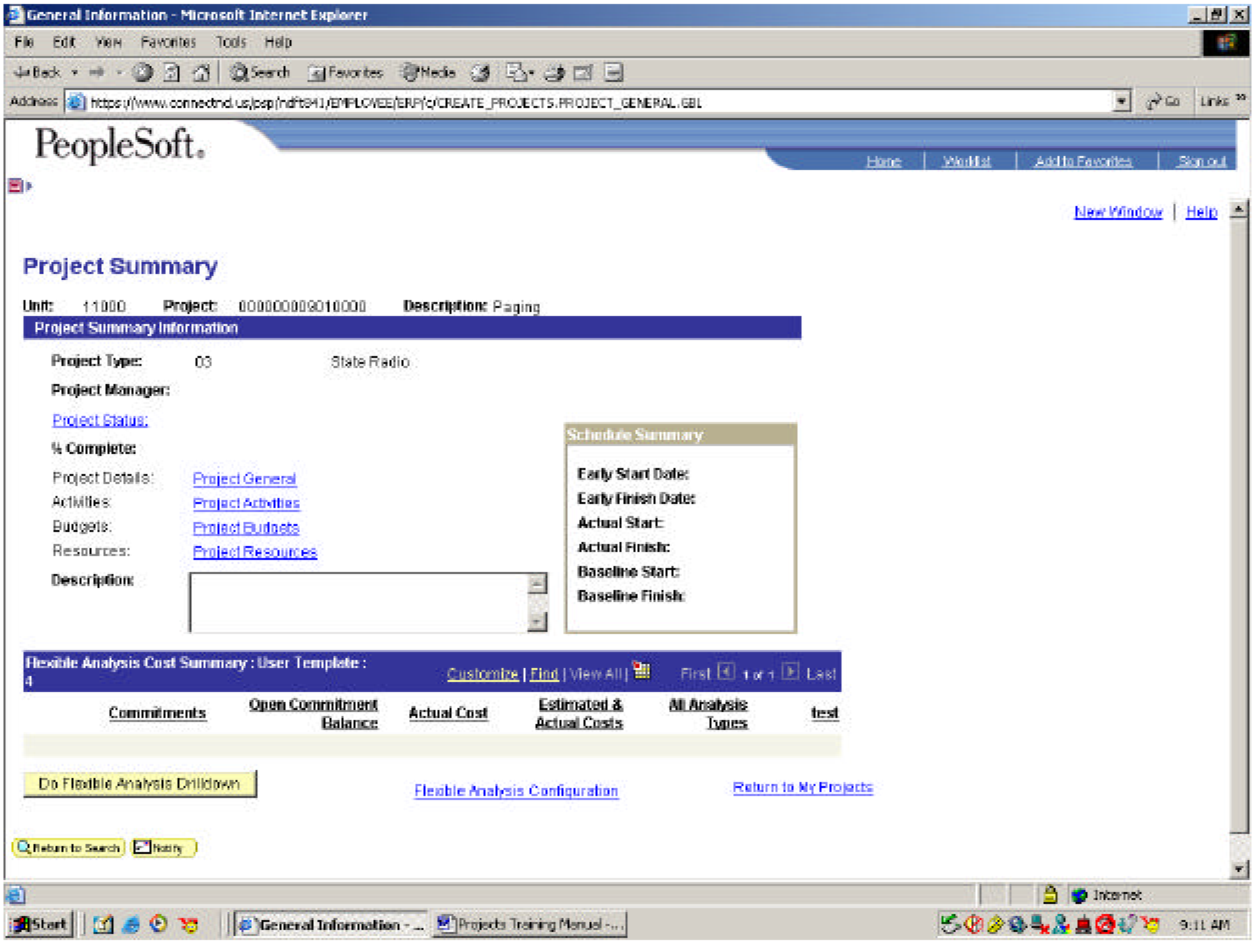
Note: I unchecked Project ID NKTEST on the previous Edit My Projects page and therefore it is not available on this list.

Accessing Projects Through My Projects

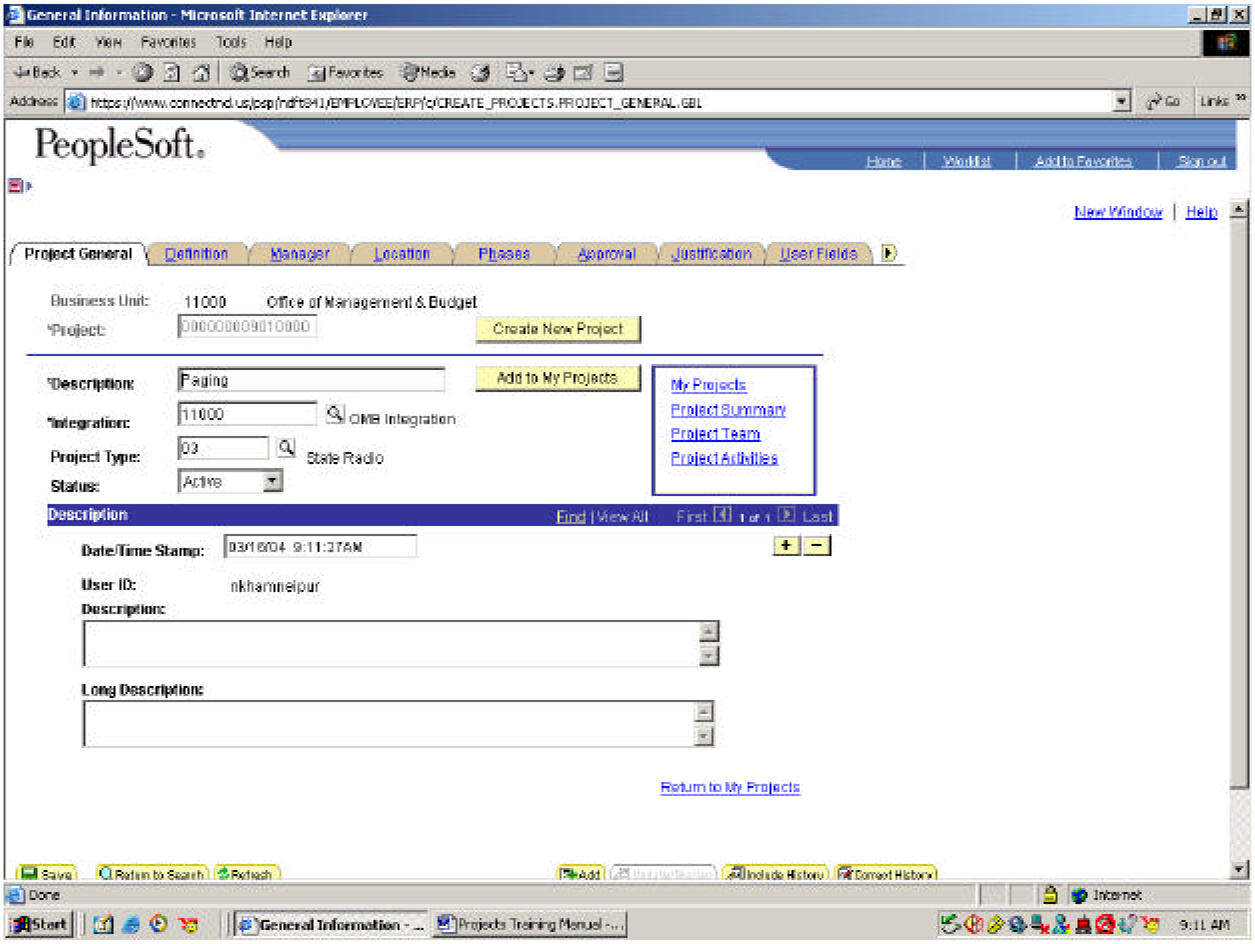
- From My Projects, you can access a project in two ways.



- Clicking on the Project ID hyperlink will take you to the Project Summary page.

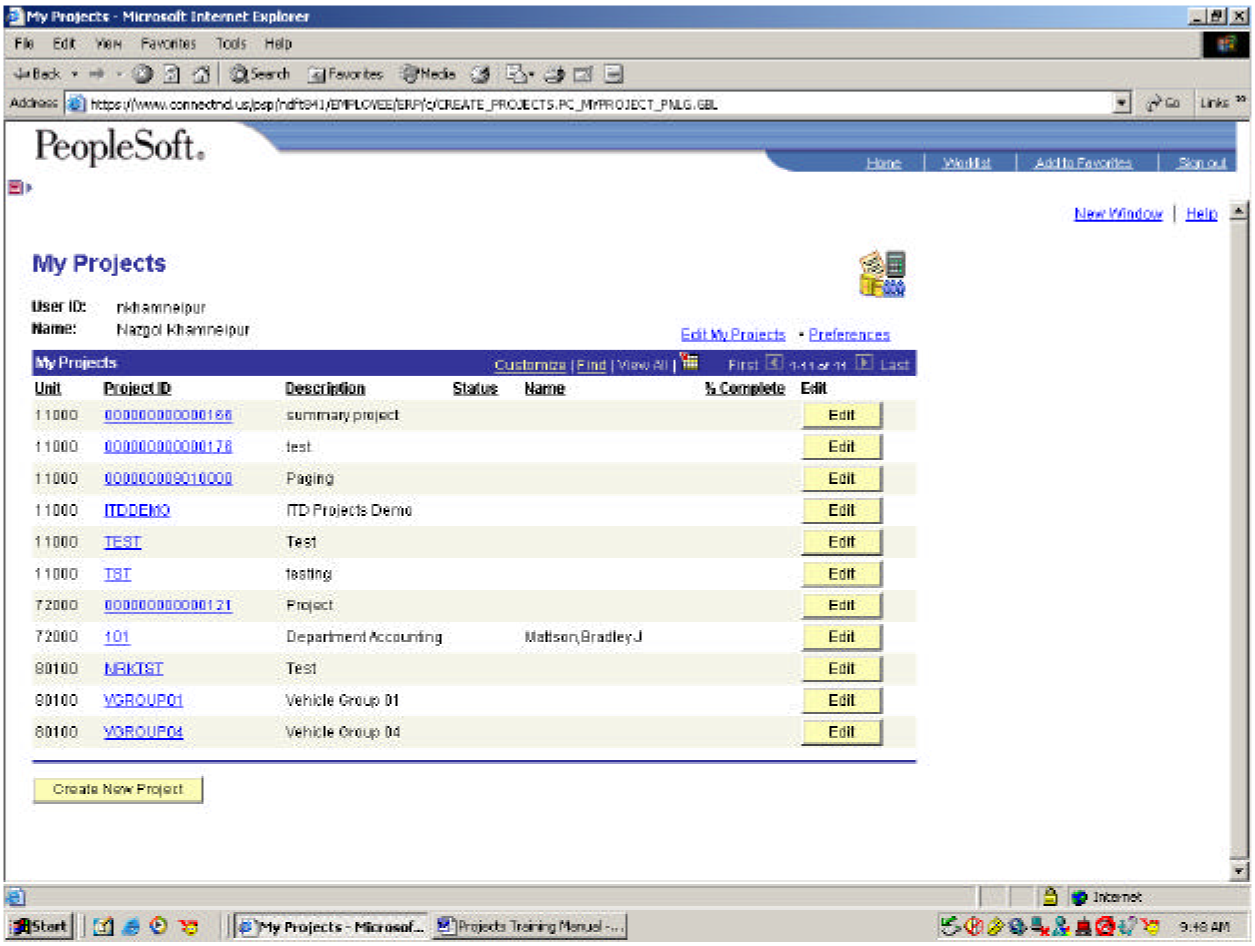


- Click on the Edit button to the right of the project, and go directly to the Project General page.


General Information - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address https://www.connectnd.us/psp/ndfs841/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL
PeopleSoft.
Home | Worklist | Add to Favorites | Sign out
New Window | Help
Project General
Definition
Manager
Location
Phases
Approval
Justification
User Fields
Business Unit: 11000 Office of Management & Budget
*Project: 000000000901000
Create New Project
*Description: Paging
Add to My Projects
My Projects
Project Summary
Project Team
Project Activities
*Integration: 11000 OMB Integration
Project Type: 03 State Radio
Status: Active
Description
Find | View All First 1 of 1 Last
Date/Time Stamp: 03/16/04 9:11:27AM
User ID: nkhamneipur
Description:
Long Description:
Return to My Projects
Save
Return to Search
Refresh
Add
Include History
Correct History
Done
Internet
Start
General Information - ...
Projects Training Manual - ...
9:11 AM

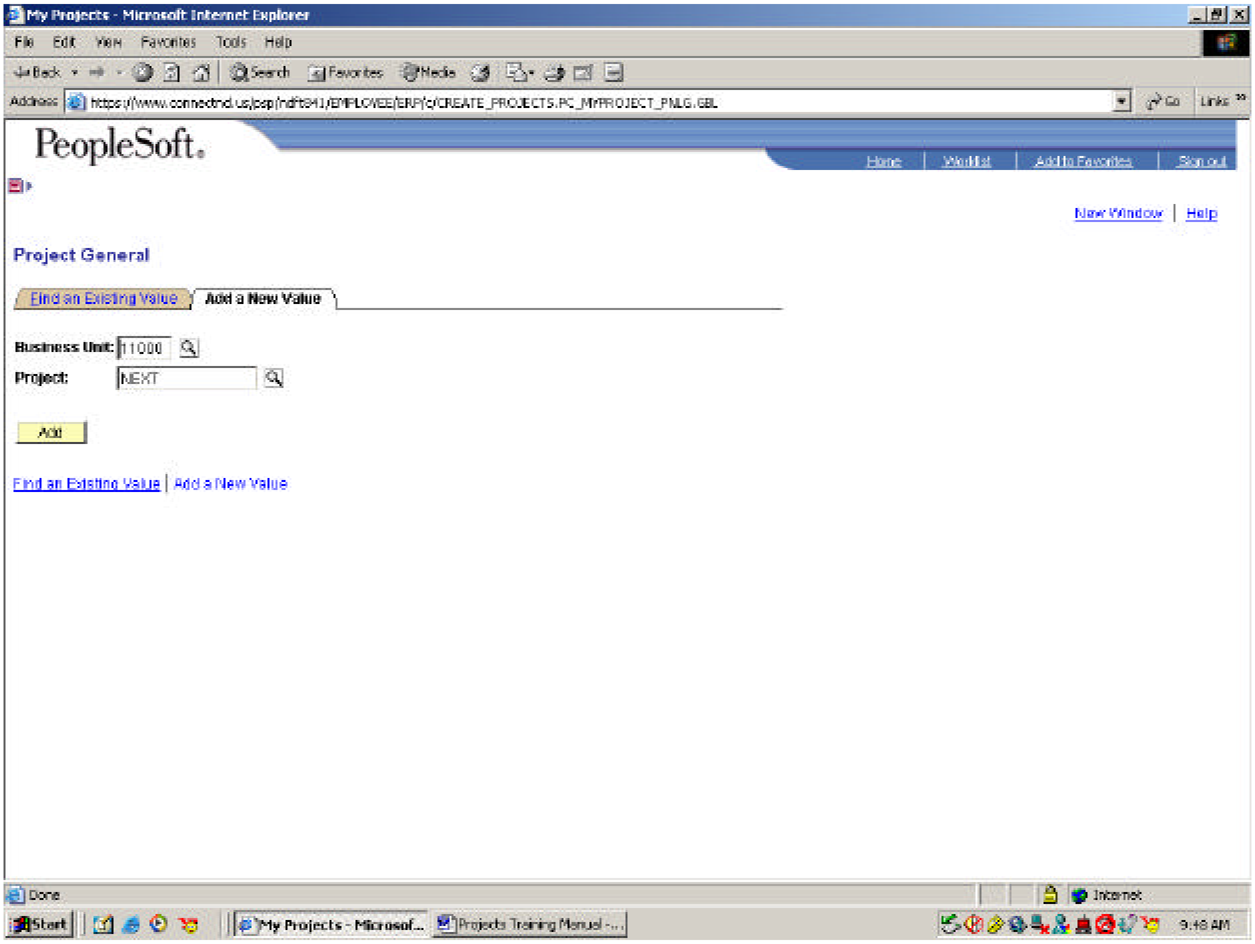
Creating Projects Through My Projects

- From My Projects you can create new projects and add them to your personalized project list.

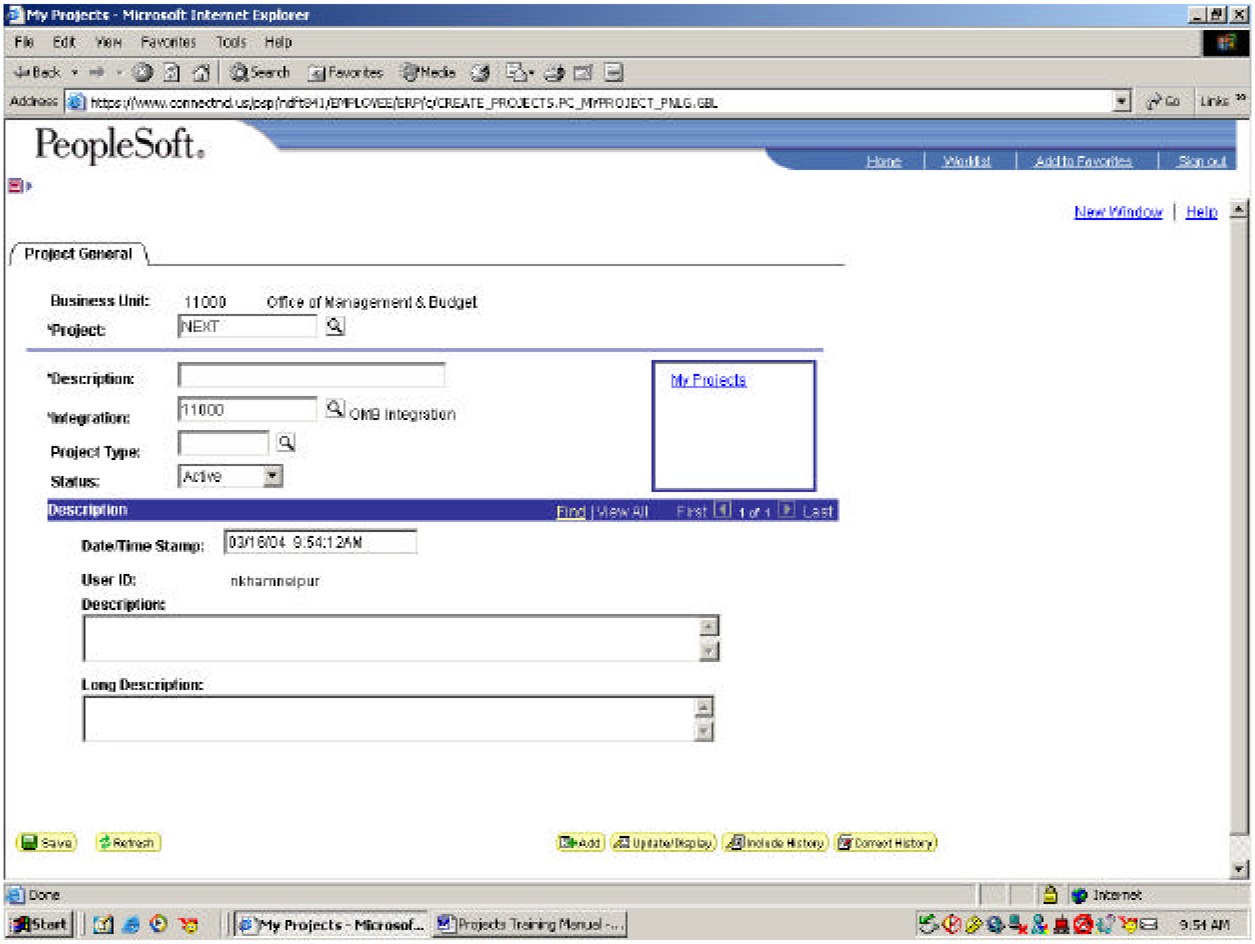


- Click **Create New Project** to add a new Project. You will be navigated to the Project General page.

Alternate navigation to add a new Project is: Project > Project > General Information.

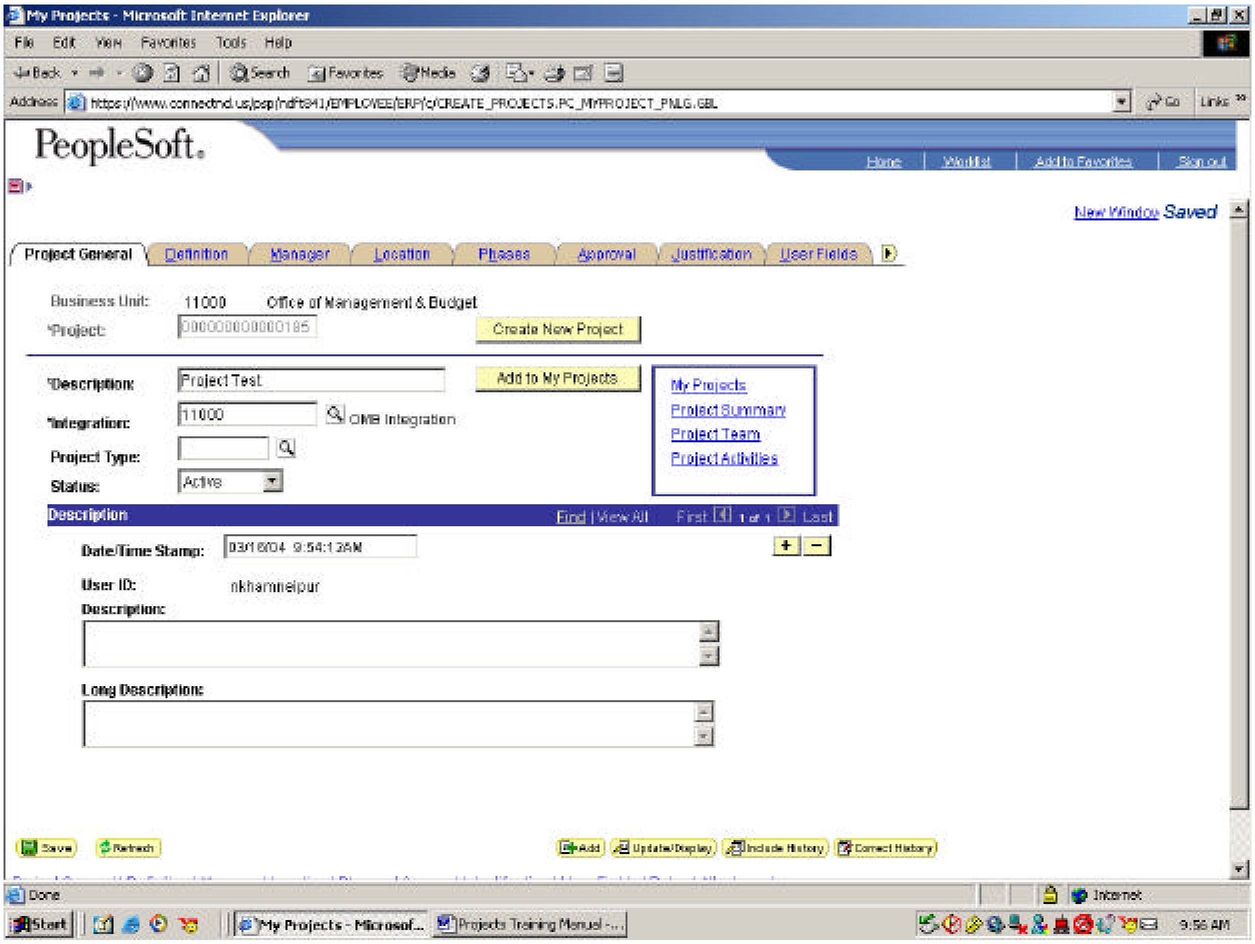


- Business Unit: Projects Business Unit. Click on the magnifying glass icon to select from valid values.
- Project: Either leave the Project ID to NEXT to allow for auto numbering, or enter a unique Project Id. Project Ids must be unique across all Business Units.
- Click Add.



- Description: Enter an appropriate description for the new Project.
- Integration: Enter the appropriate Integration for the Projects Business Unit.
- Project Type: Enter the Project Type, if appropriate. Click on the magnifying glass icon to select from valid values.
- Click Save.

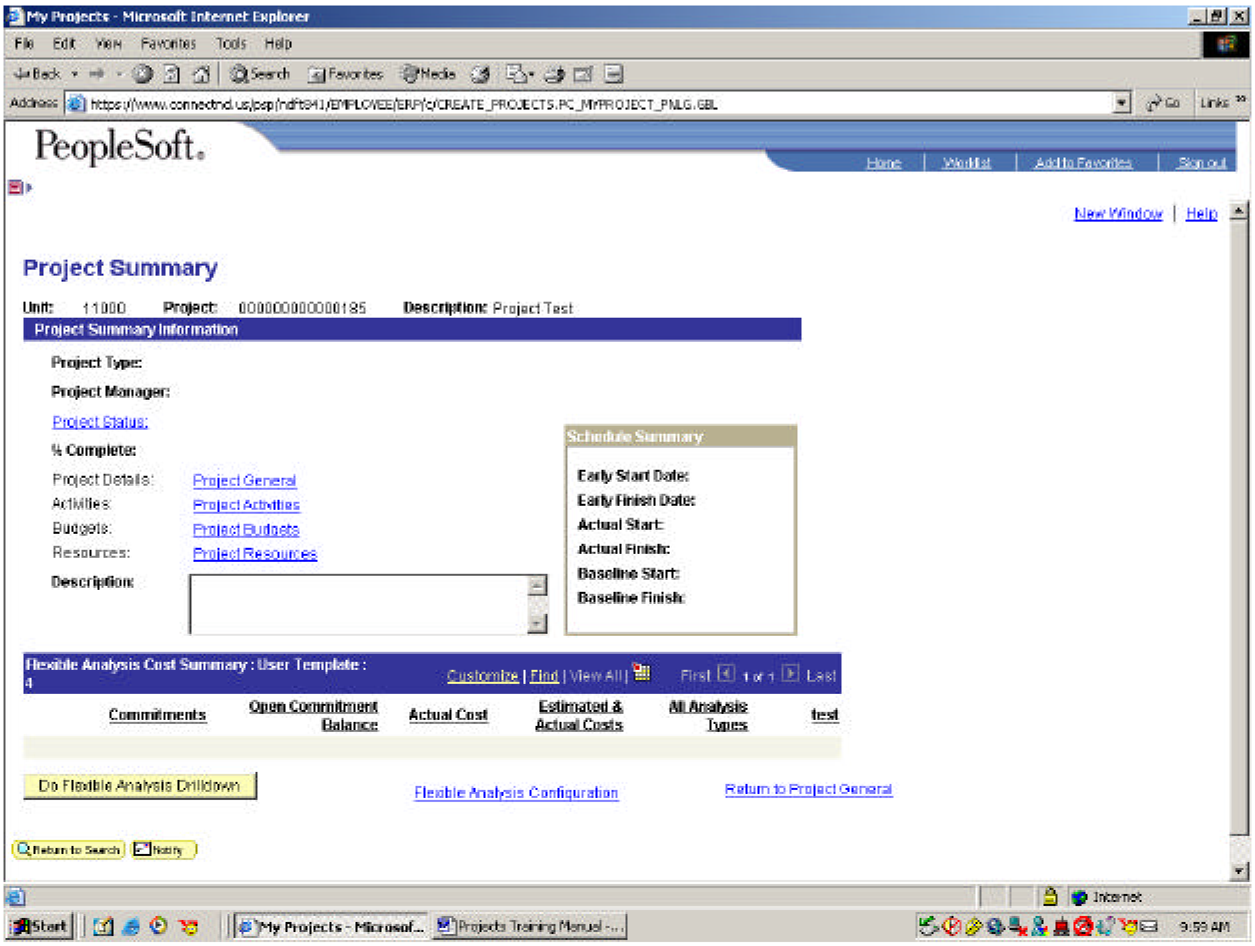
Note: Once saved the Project field changed from “NEXT” to an auto-sequenced Project ID. Also additional Project pages are available once saved.



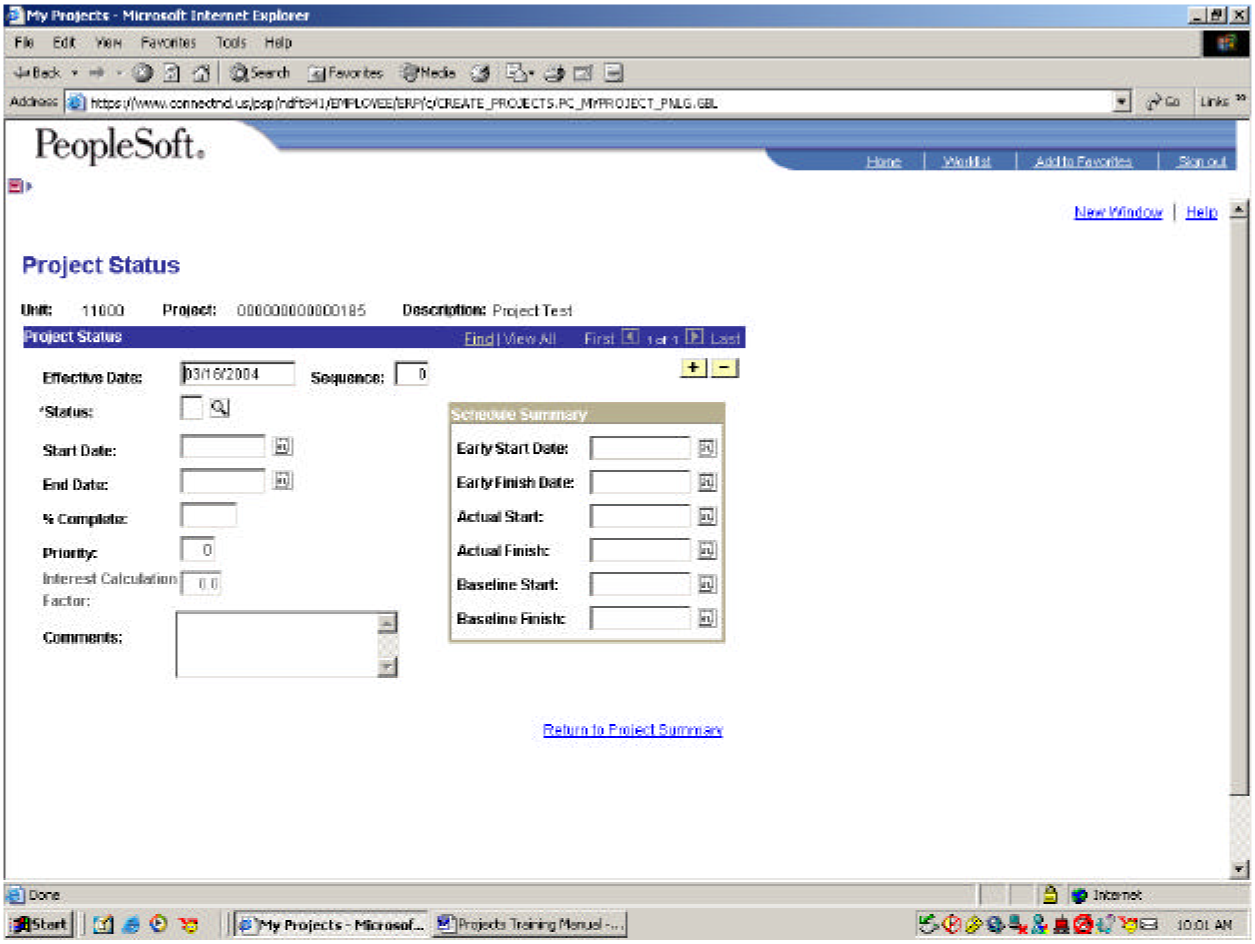
- Click the Add to My Projects to add this new Project to your personalized Project list.
- Click Create New Project to create a new Project.

Accessing Project Summary From My Projects

- From the Project Summary page, you can use hyperlinks to several other pages.

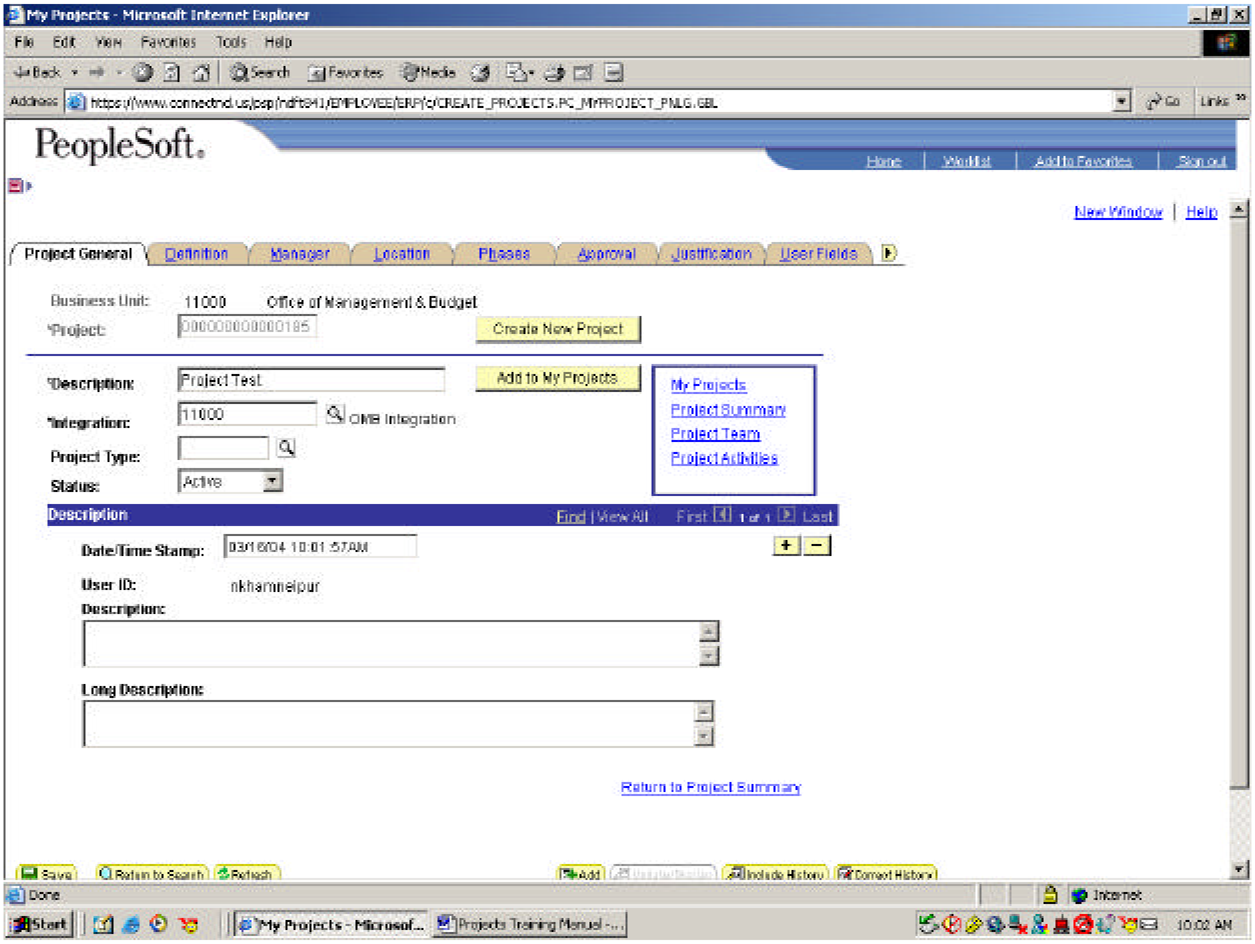


- Project Status: Use the Project Status page to maintain status information.



- Click on the Return to Project Summary hyperlink to return to the Project Summary page.

- Project General: From the Project General page, you can choose from several different tabs. The use of the tabs is described below. If you cannot see the tabs on your screen, click the arrow button to the left or right of the tabs to display the additional tabs.



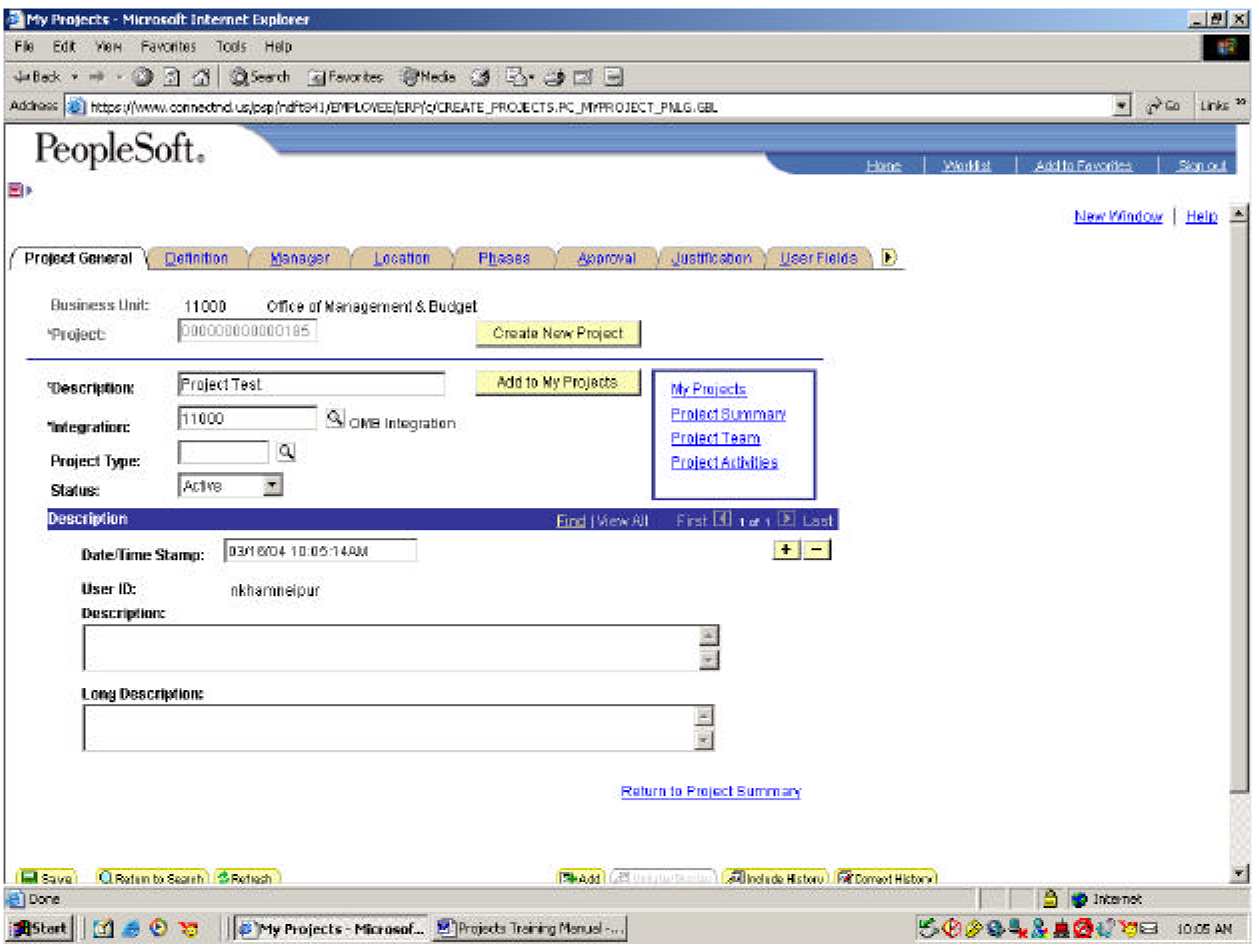
- Click on the Return to Project Summary hyperlink to return to the Project Summary page.

Creating Projects

Project General

- From the Project General page, you can choose from several different tabs. The use of the tabs is described below.

- If you cannot see the tabs on your screen, click the arrow button to the left or right of the tabs to display the additional tabs.



Note: The status of a project defaults to 'Active'. Change the status to Inactive when you do NOT want any subsystems to be able to send incoming information to this particular Project.

- My Projects: Click on the hyperlink to view your personalized list of projects and to access the My Projects page.

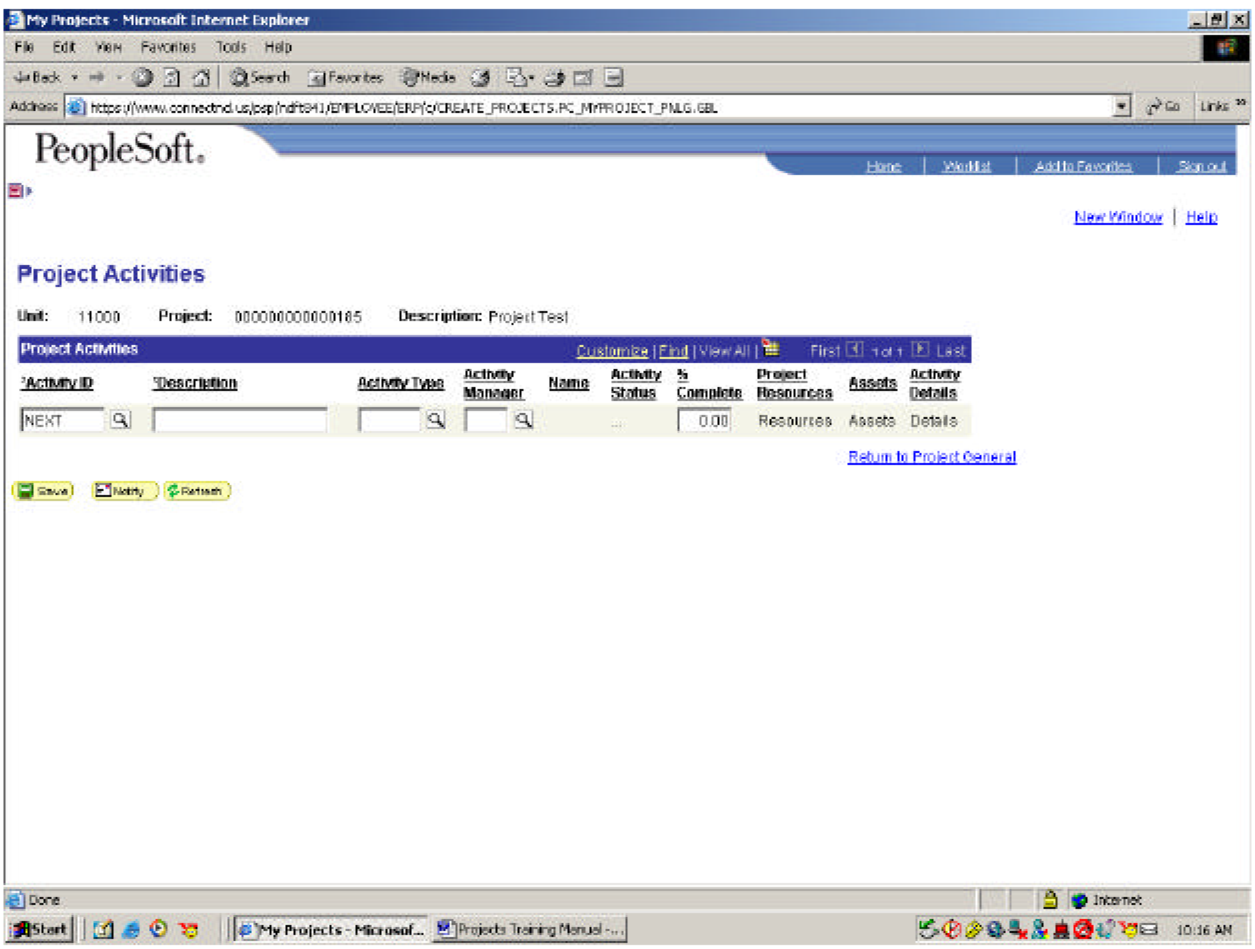
- Project Summary : Click on the hyperlink to view the Project Summary page for this specific project.

- Project Team: Used to set up a list of employees that work on this project.

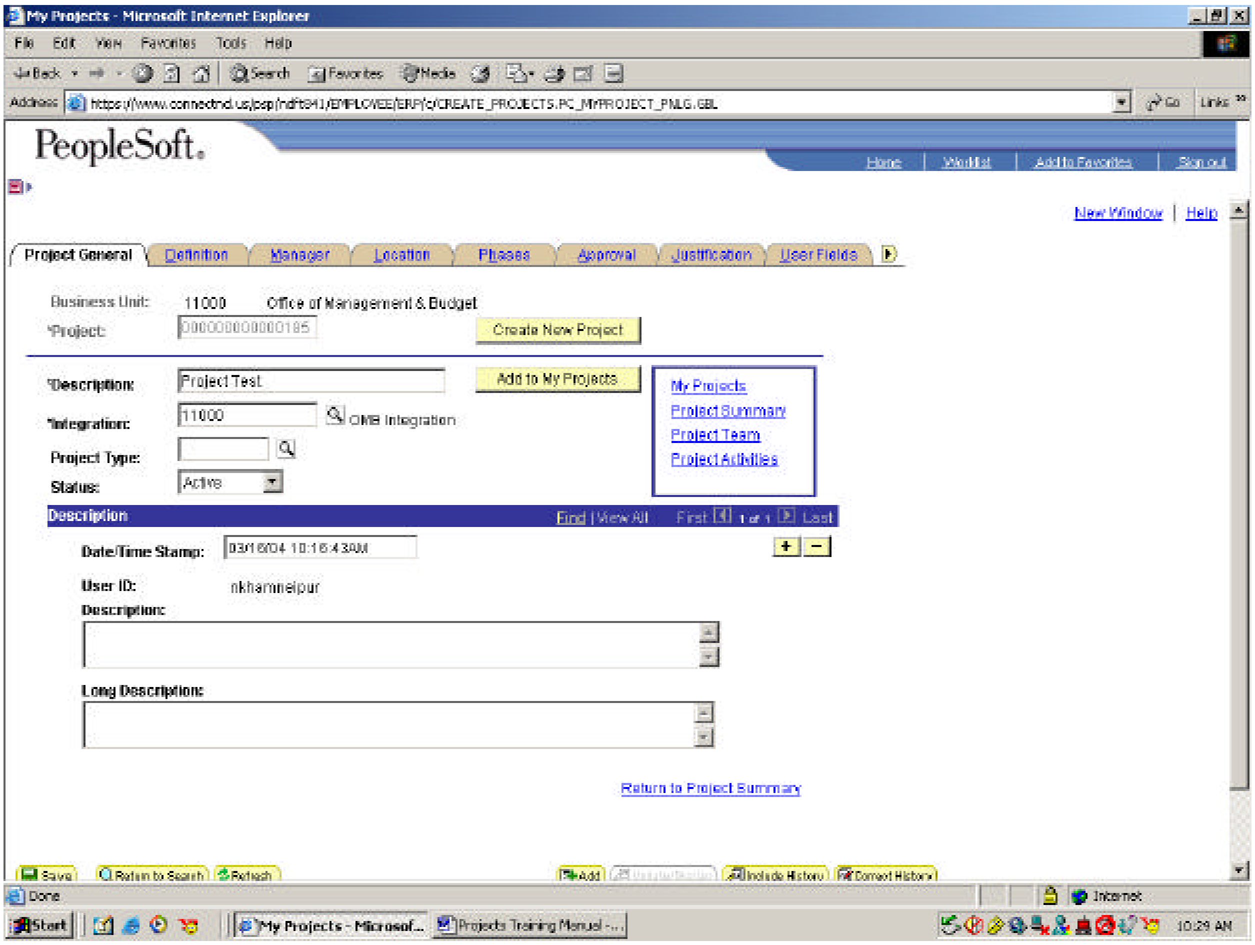
- Use the add icon to add as many team members as needed.

- The Team Detail page allows you to document team member names, roles, and dates on the project.

- Project Activity: Click on the hyperlink to be access the Project Activities page where you can view, edit and add new activities for this project. You can also navigate to this page through the Project Summary as well as Project > Activities > General Information.

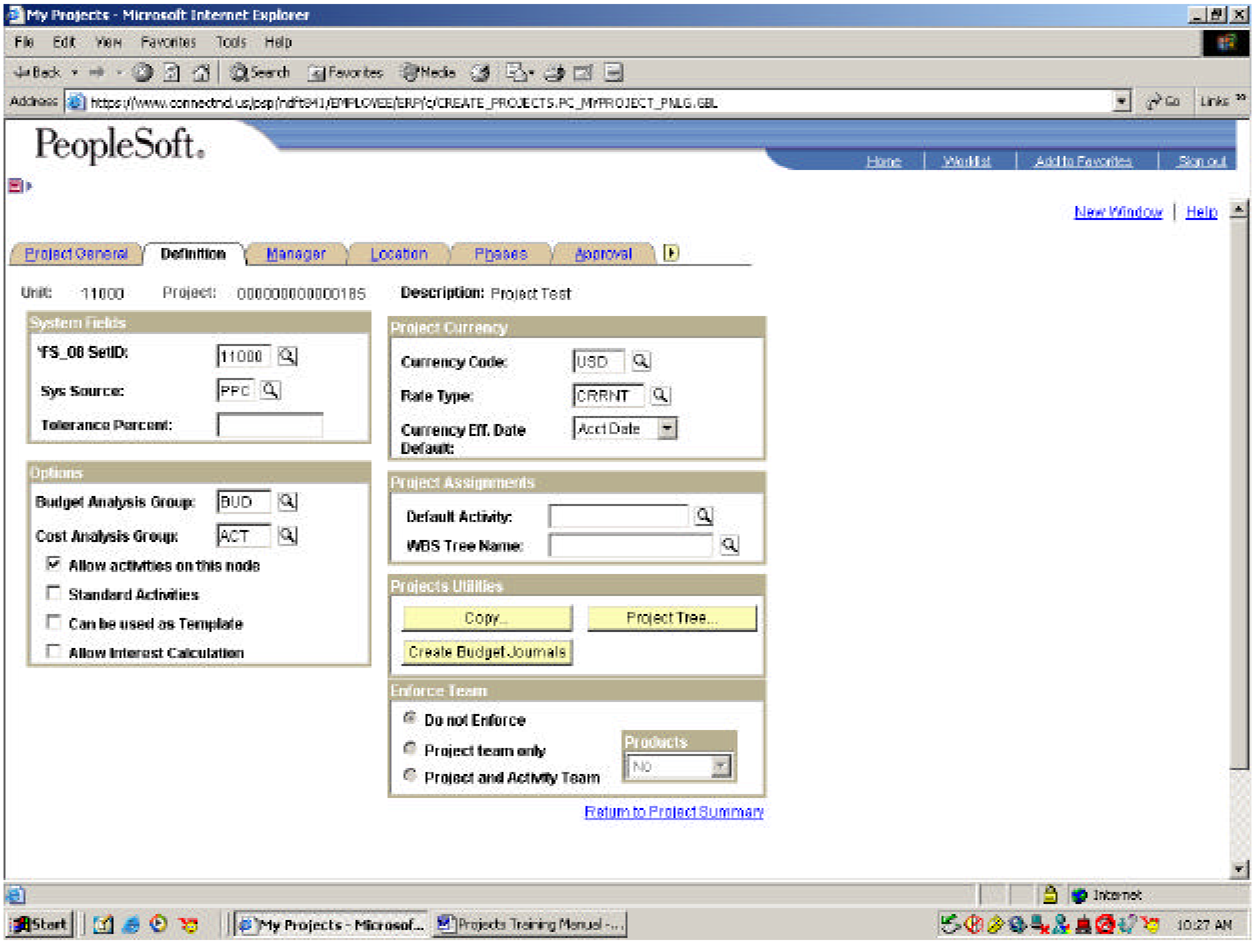


- Click on the Return to Project General hyperlink to return to the Project General page.



Project Definition tab

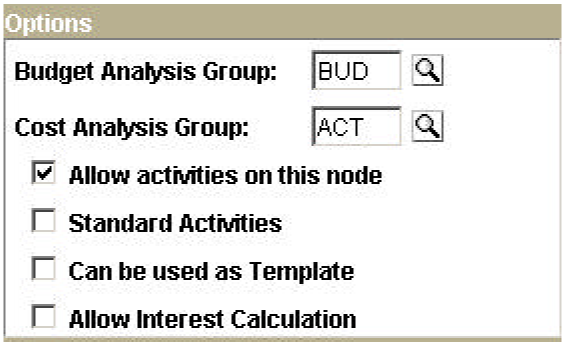
- The Definition page allows you to record the qualities of the project.



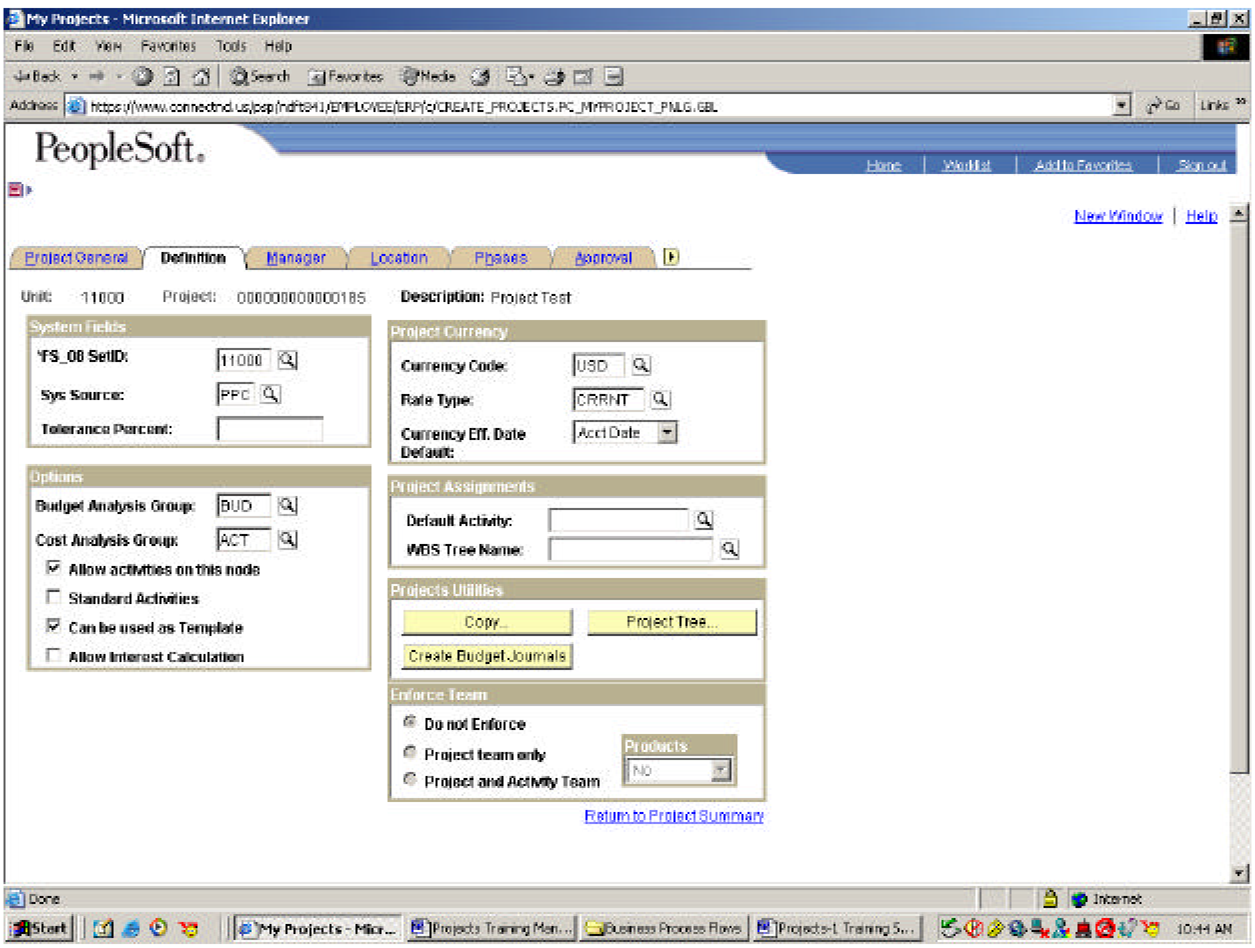
- Options:
  - Make sure that the ‘Allow activities on this node’ checkbox is checked unless this is a summary shell Project on Tree Hierarchy.

  - Can be Used as a Template: Project Templates are used for the Project Copy functionality. If you want to be able to copy this project, check this checkbox.

  - Standard Activities: By selecting the ‘Standard Activities’ check box, you will be able to add only standard activities to this project. Once you check this checkbox, your project will only be able to contain activities that are already setup as standard activities and that are tied to that Business Unit and specific Project Type.



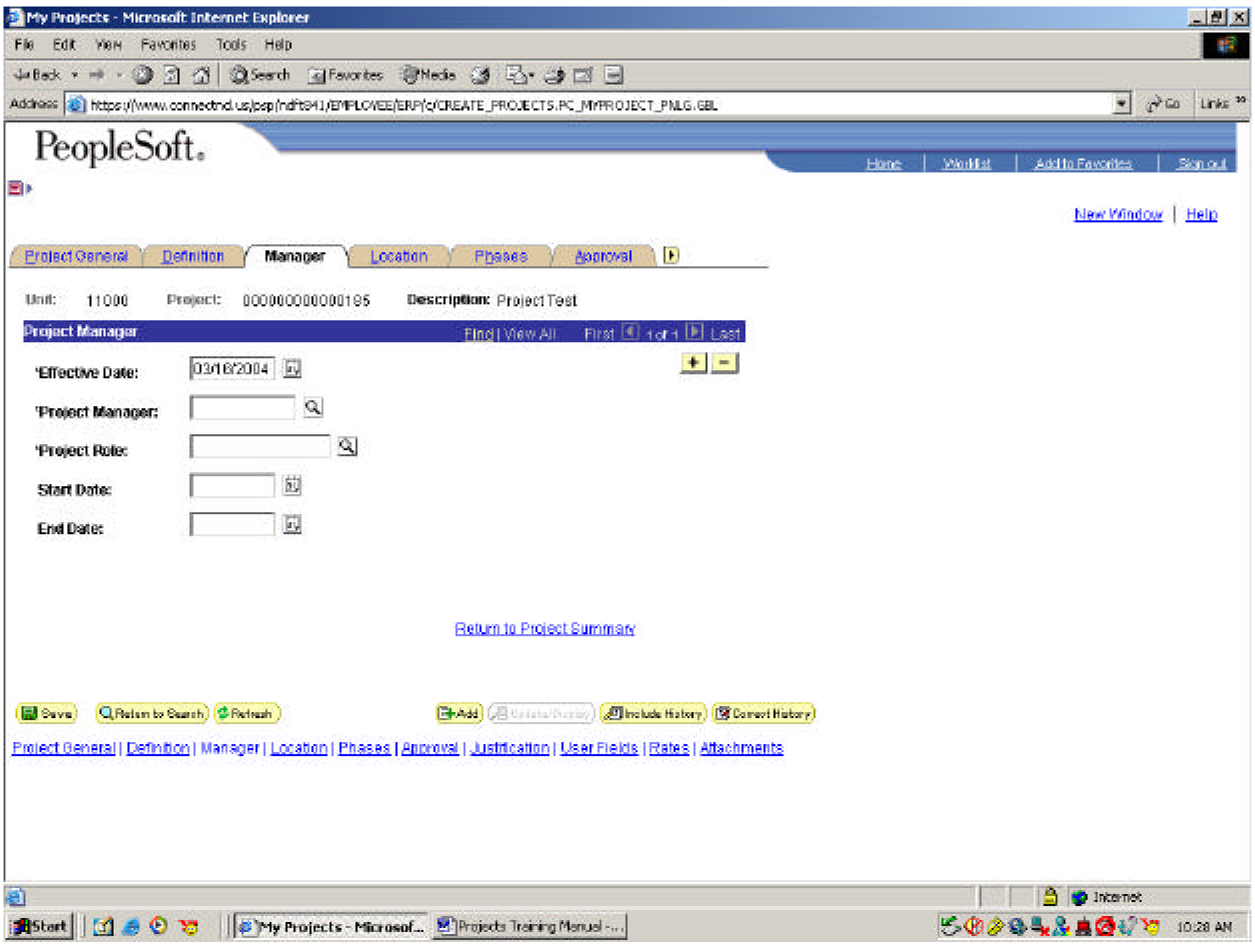
- Leave all other values on this page to remain as the default.



Manager Tab

- Optional.

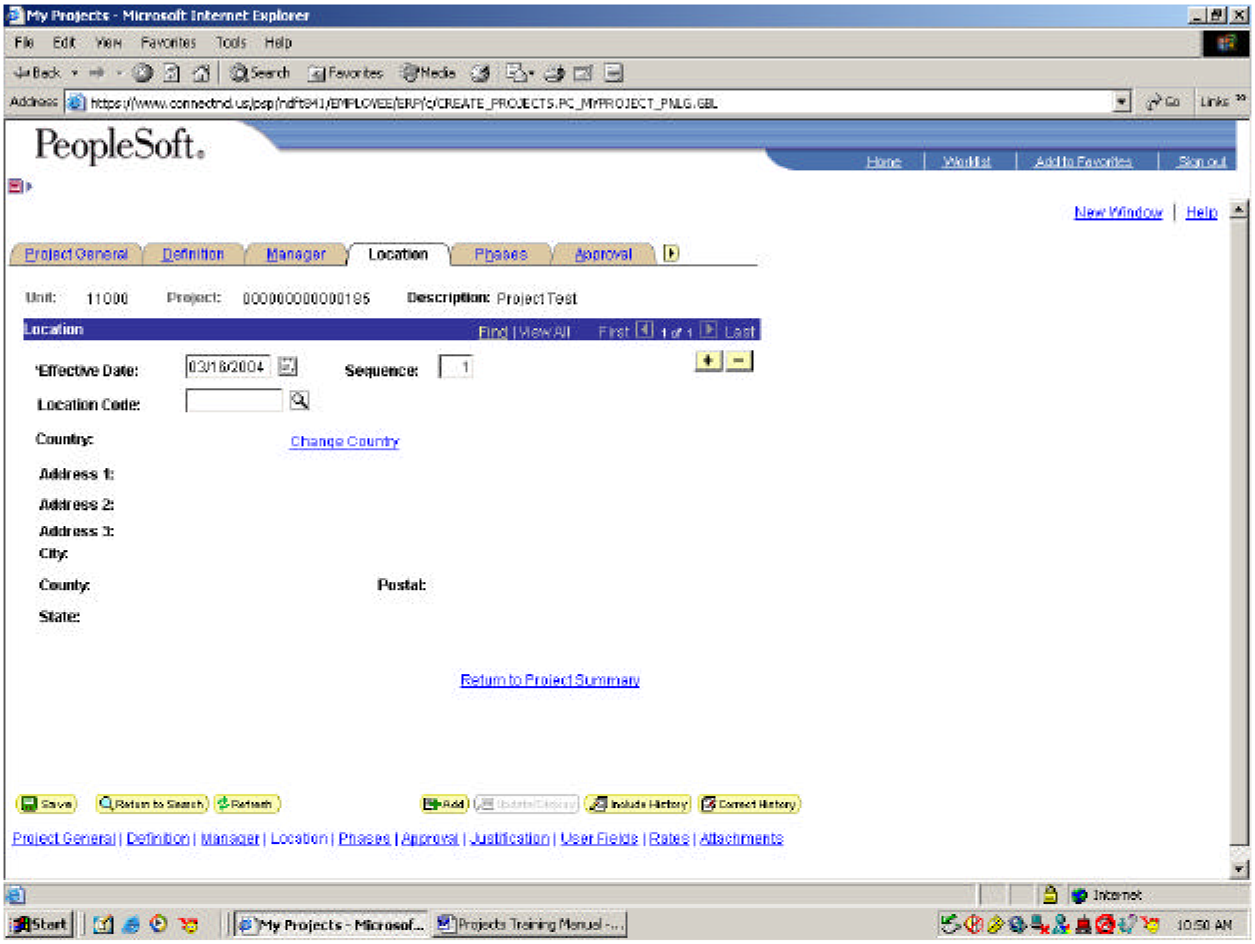
- The Manager page allows you to record the Project Manger of the project as well as start and end dates. This page is effective dated to keep an audit trail of Project Managers assigned to the Project.



Location Tab

- Optional.

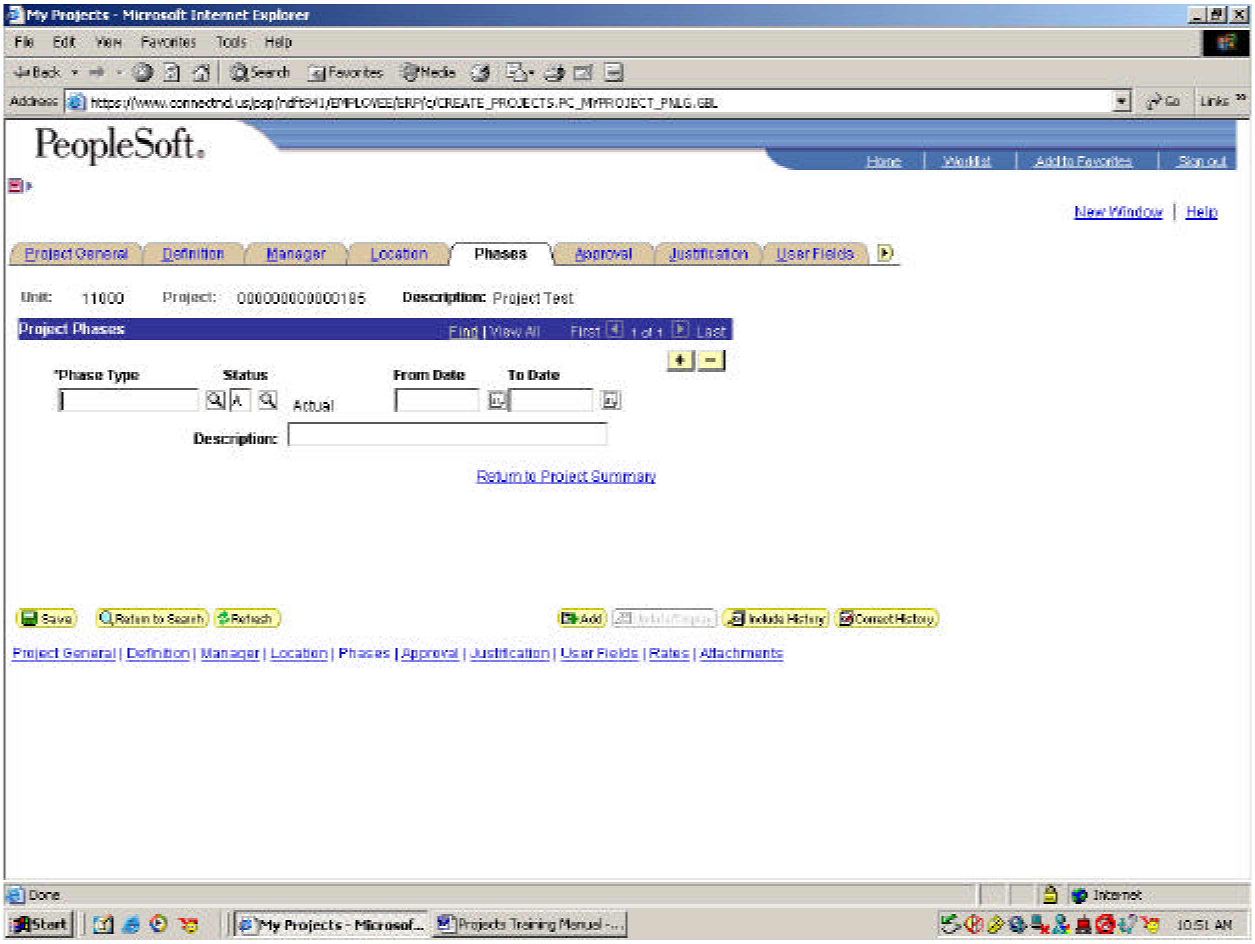
- The Location page allows you to record the location of the project and is used for reporting. Locations are not required. This page is effective dated to keep an audit trail as well as allow multiple locations.



- Location Code: Click on the magnifying glass icon  to see a list of valid values.

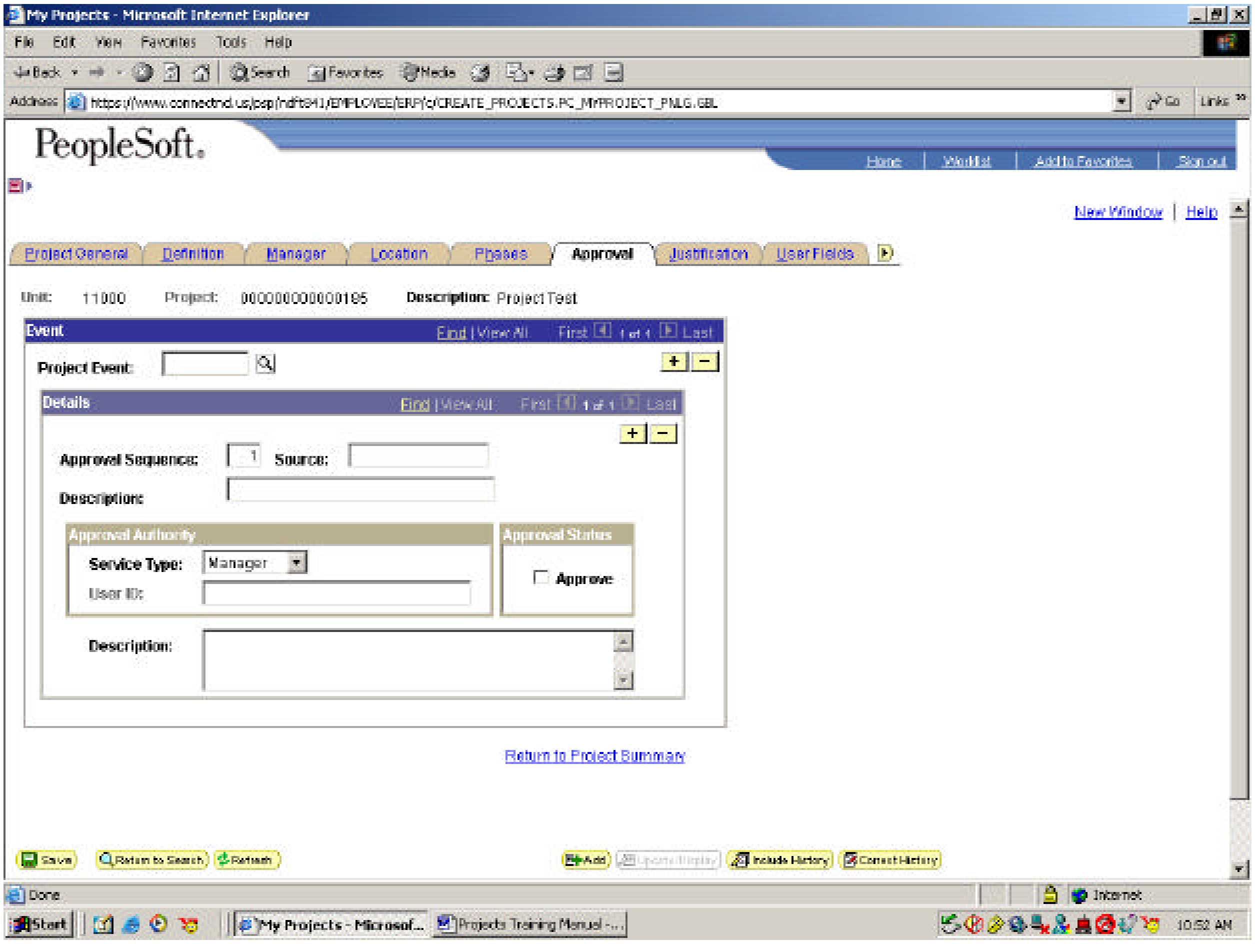
Phases Tab

- Optional.
- The Phases page allows you to create schedules for your projects based on phases and start / end dates. Phases are not required and must be updated manually in terms of phases and dates.



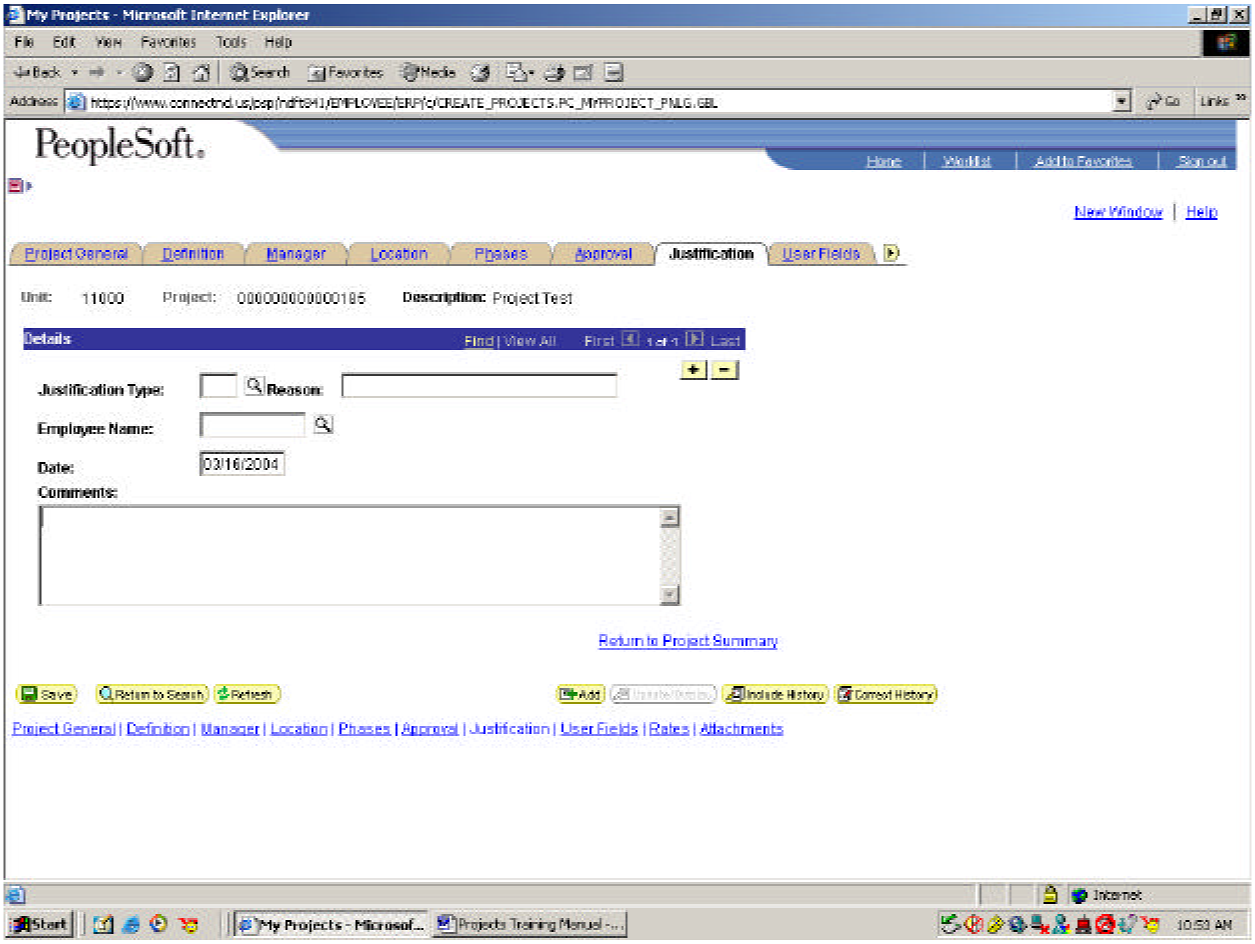
Approval Tab

- Optional.
- The Approval page allows you to set up criteria necessary for approval steps as well as indicating that the approval has been received.



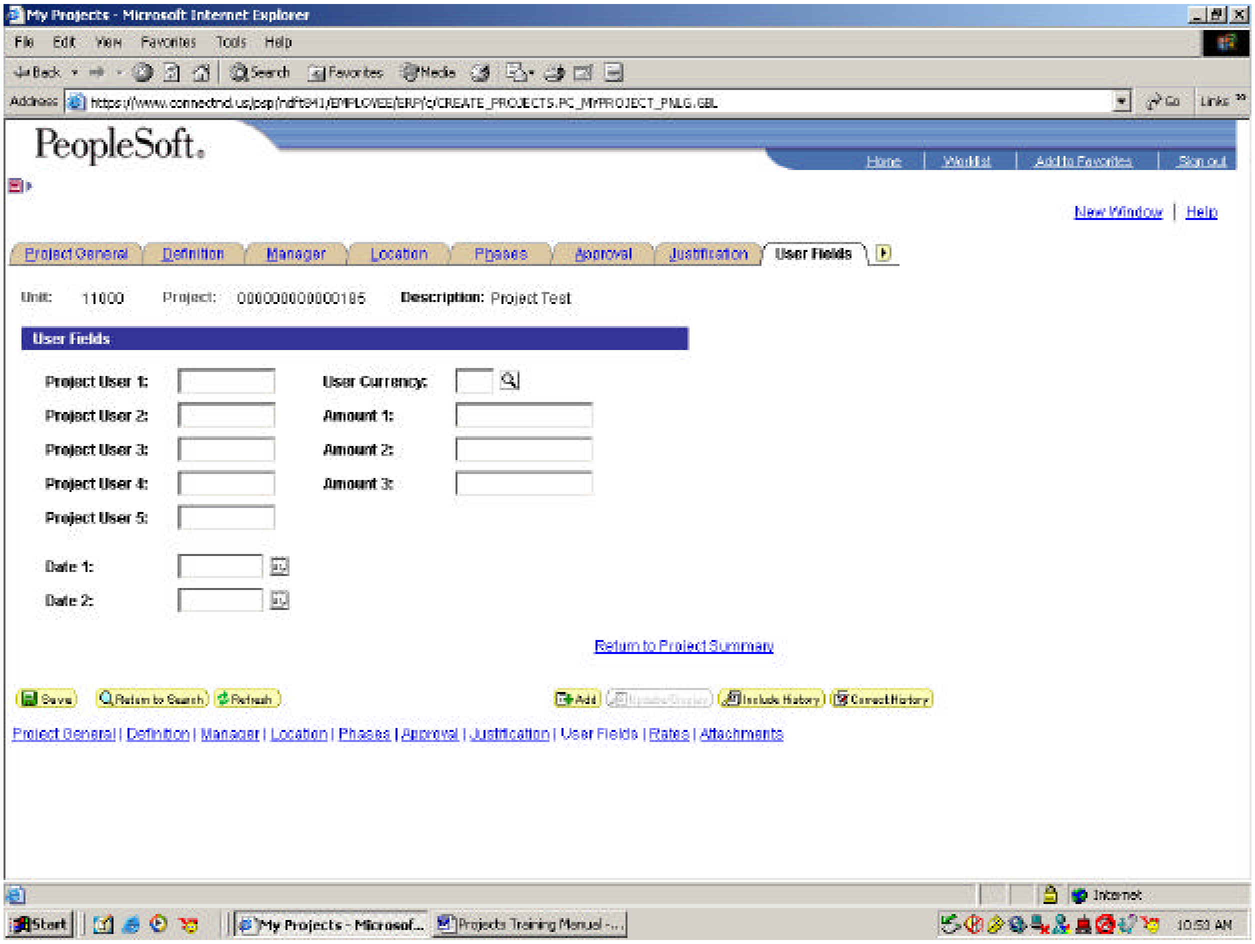
Justification Tab

- Optional.
- The Justification page allows you to set up justification types for your project.



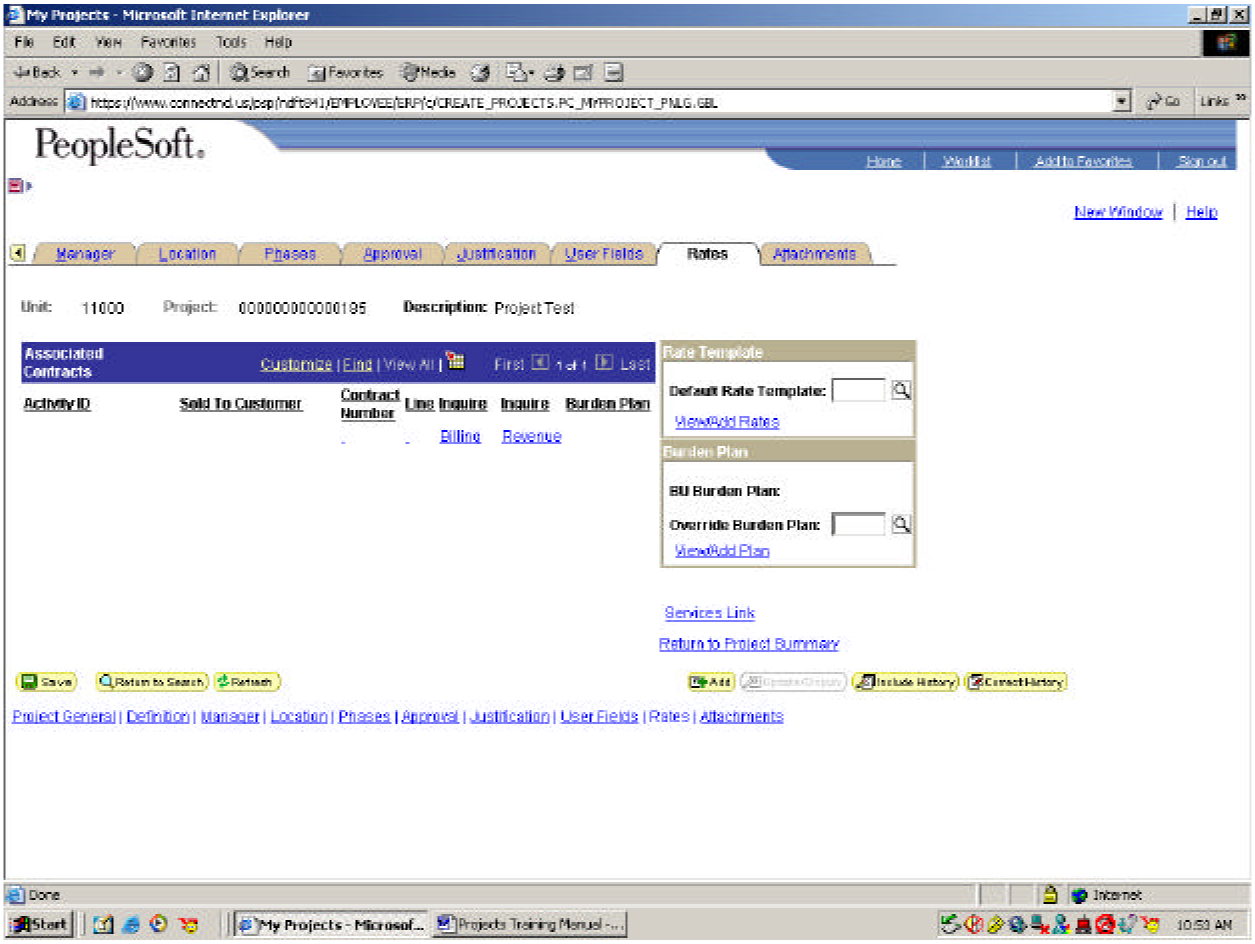
User Fields Tab

- Use is based on your Business Unit.
- The User Fields page allows you to assign your own custom values for your project.



Rates Tab

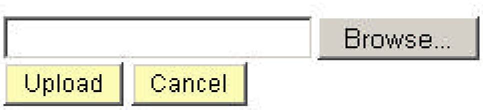
- Optional.
- Assign a Default Rate Template to the Project. The Burden Plan (if any) will default from the Project Options, but can be overridden.

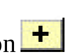


Attachments Tab

- The Attachments page can be used to link to files that provide information about the project. These can be any type of file (pictures, spreadsheets, text documents).

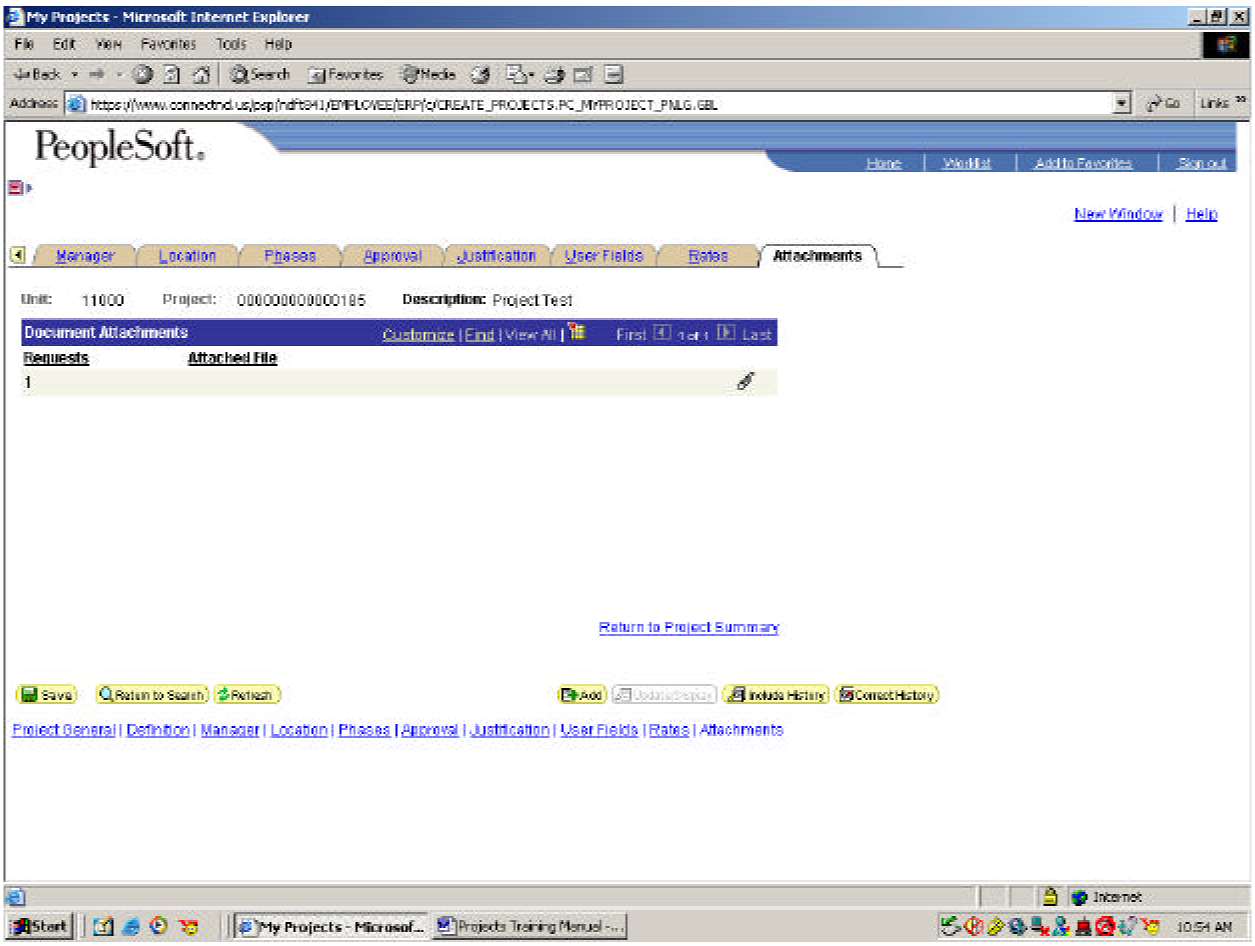
- Click on the paperclip icon  and then browse the network for the desired file, click on the file, and then click the "Upload" button.



- To attach more than one file, click the add icon  to get a new line with a paperclip icon .

- Once a file is attached, it can be deleted (by clicking on the trash can icon) or viewed (by clicking on the eyeglass icon).

Note: Attaching a file creates a copy of the file which is not connected to the original. Any changes made to the original file will not update the attachment, and deleting the original will not prevent the copy from being opened in PeopleSoft.



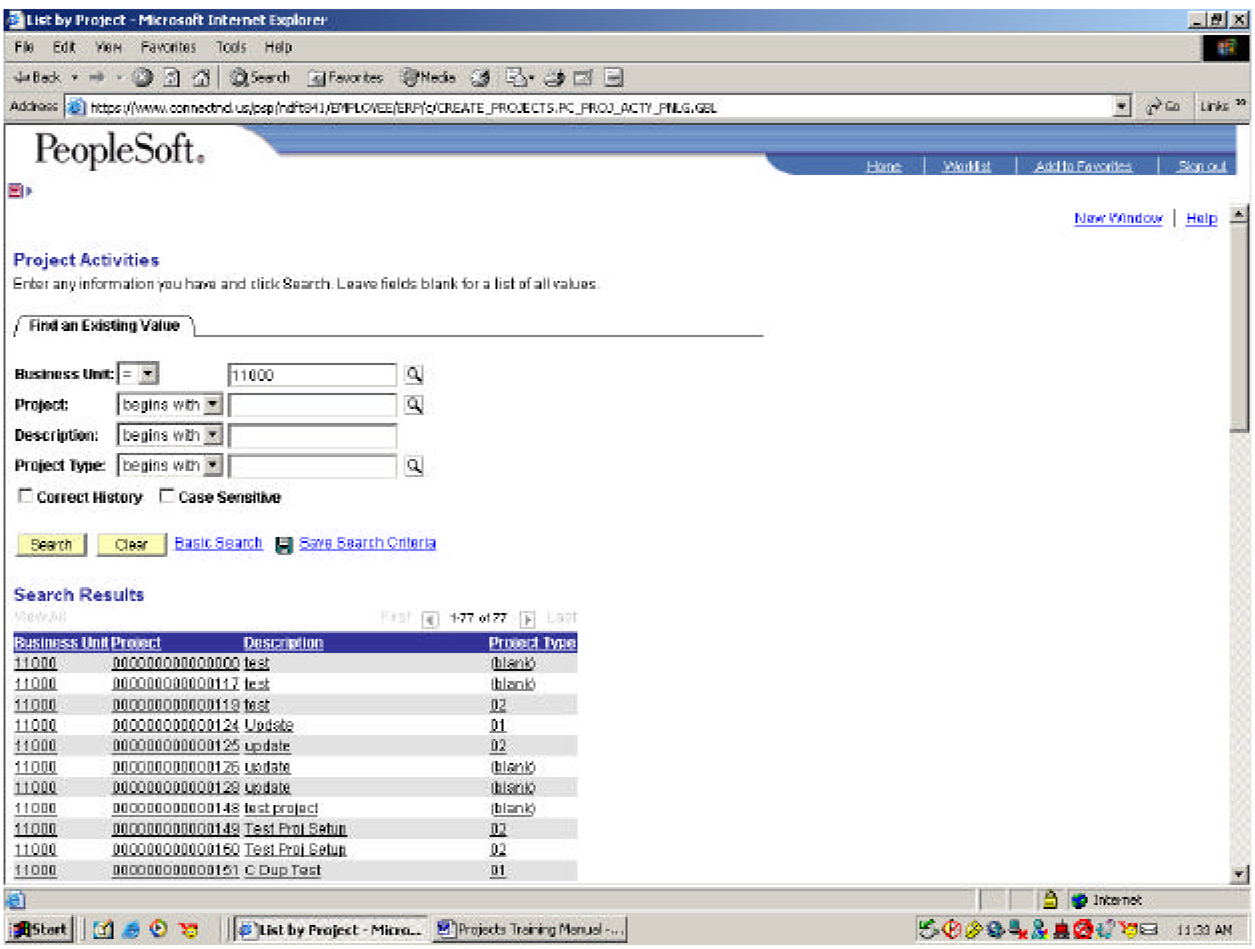
- Click Save.

Activities

- Activities are the individual tasks or events that make up a project.
- A project must have at least one activity in it, and can have as many activities as needed to segment the costs into useful reporting units.
- You can use the Projects menu to navigate directly to Activities, or you can navigate there from the Project General page > Project Activities List

Projects > Activities > List by Project

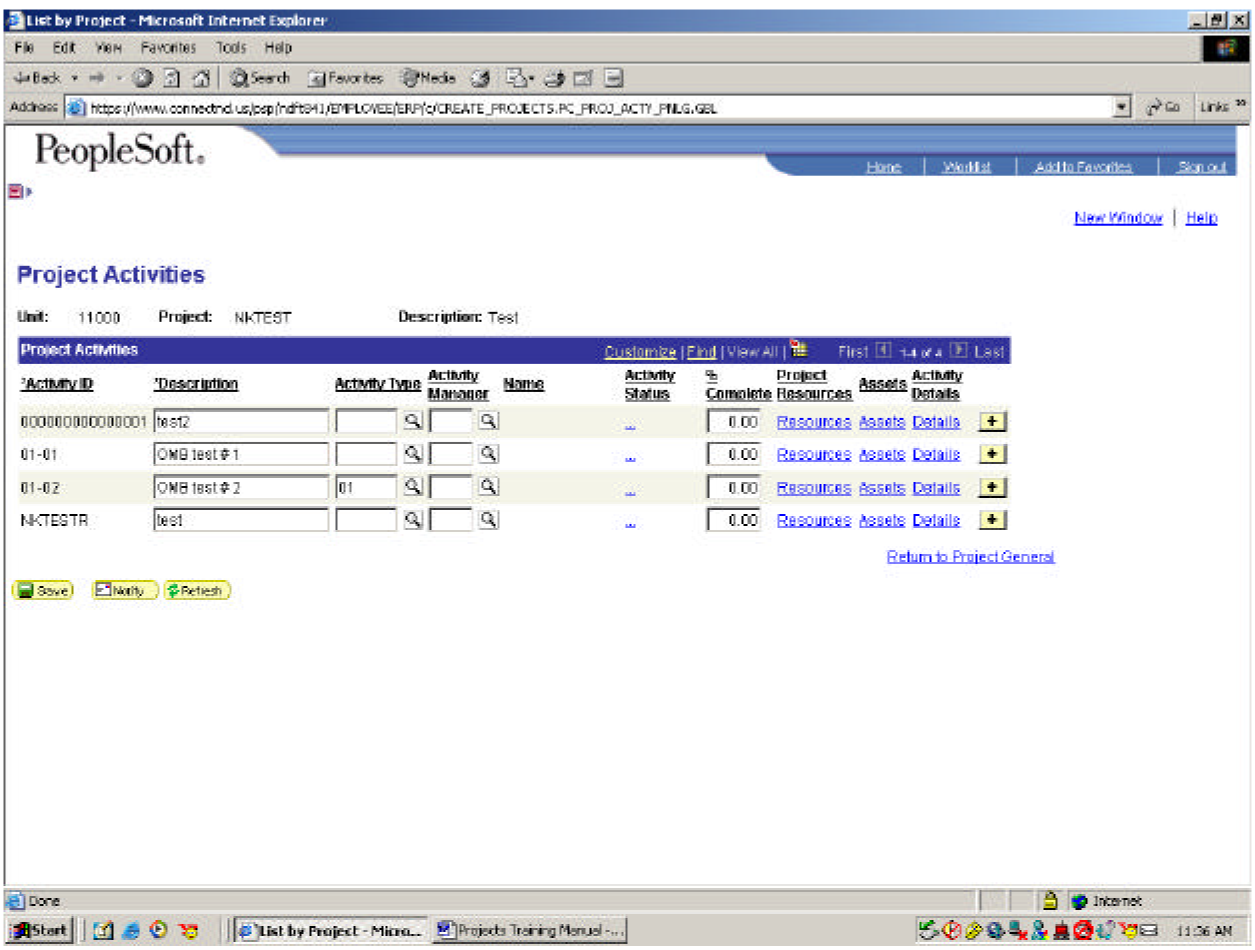
- The Project Activities page provides a lis t of all activities defined for the project and summary information for each activity. You may also add new activities using this page.



- Business Unit: Projects Business Unit. Click on the magnifying glass icon to select from valid values.
- Project: Enter the Project ID – if known. Click on the magnifying glass icon to select from valid values.
- Description: Enter the Project Description – if known.
- Project Type: Optional. Enter the Project Type – if known. Click on the magnifying glass icon to select from valid values.

Note: If the project will be using 'Standard Activities', you must select a project type.

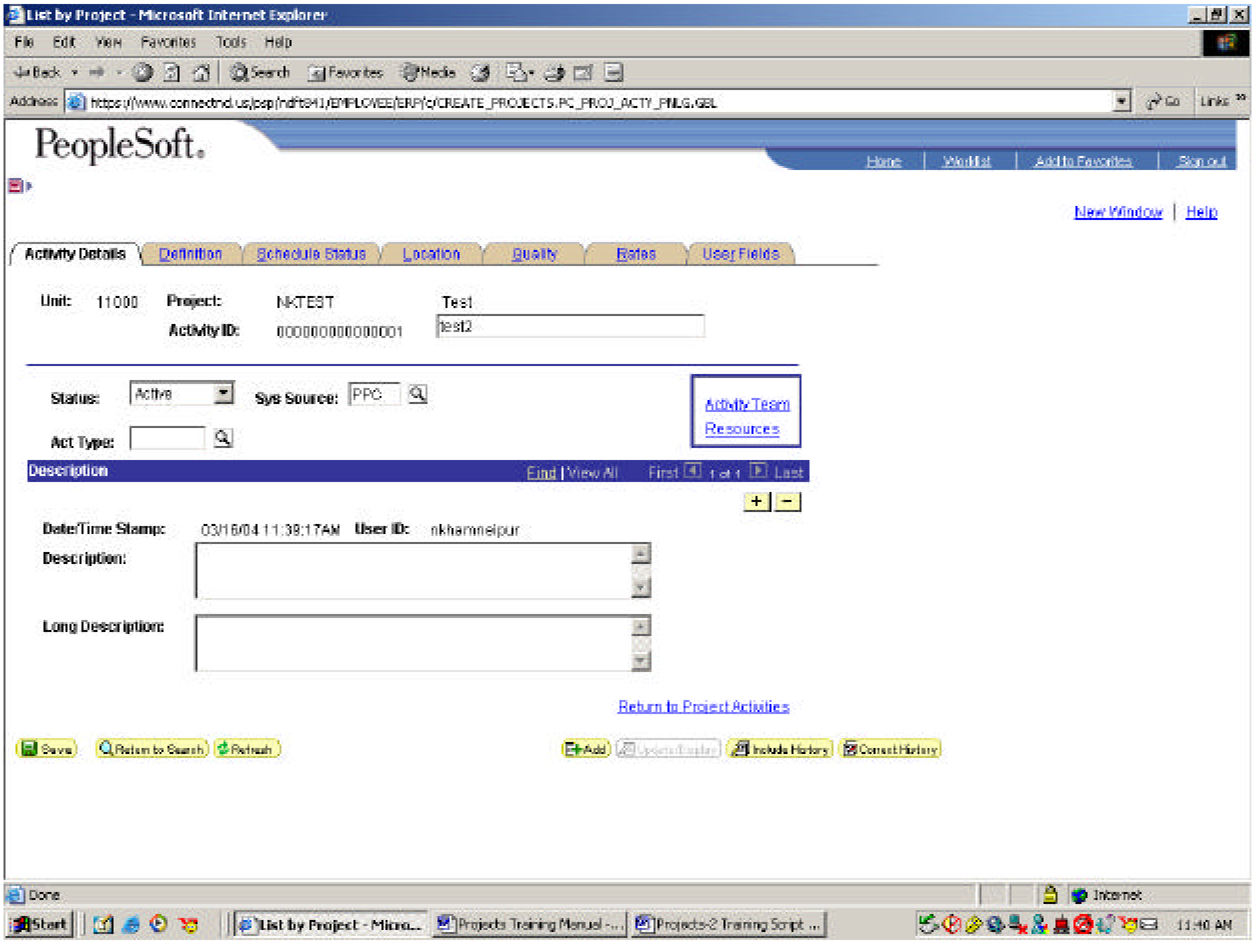
- Click Search to pick from the returned list of Projects that fit your search criteria.
- Click on the link to the project you want to select.



- Activity ID: Activities are the individual tasks or events that make up a project.
- Description: Entered description for the Activity.
- Activity Type: Optional.
- Select the Details hyperlink to access the activity definition pages.
- Activity Status: Activities use the same Status Types as projects. PeopleSoft Projects maintains a history of status changes with regard to a specific activity.
- Project Resources: The page allows you to view project resource transactions associated to this activity.
- Activity Details: The page allows you to define general information about the activity.

Activity Details

- The Activity Details page is very similar to the Project Details page. It allows you to define general information about the activity.

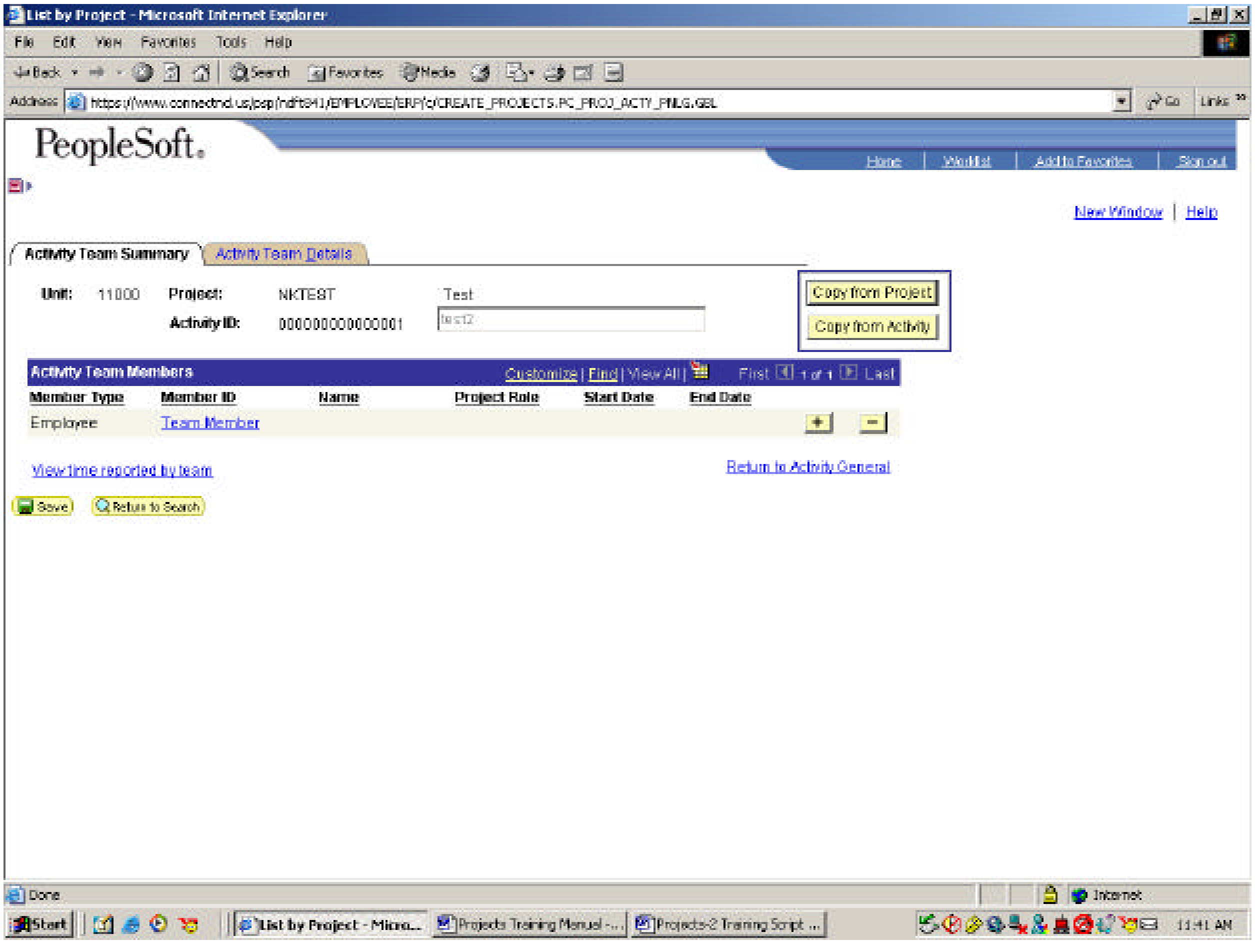


- Activity Team hyperlink: Here you can list the employees that are working on this Activity.

- Use the Team Member link to specify the employee name and role.

- Use the add icon to add lines for more Team Members or the minus icon to delete a Team Member.

- Once Team Members have reported time to this Activity, the View time reported by team link will take you to a chart that shows time reported by team member.



- Click on the Copy from Project button to select employees to add from the Project Team page.

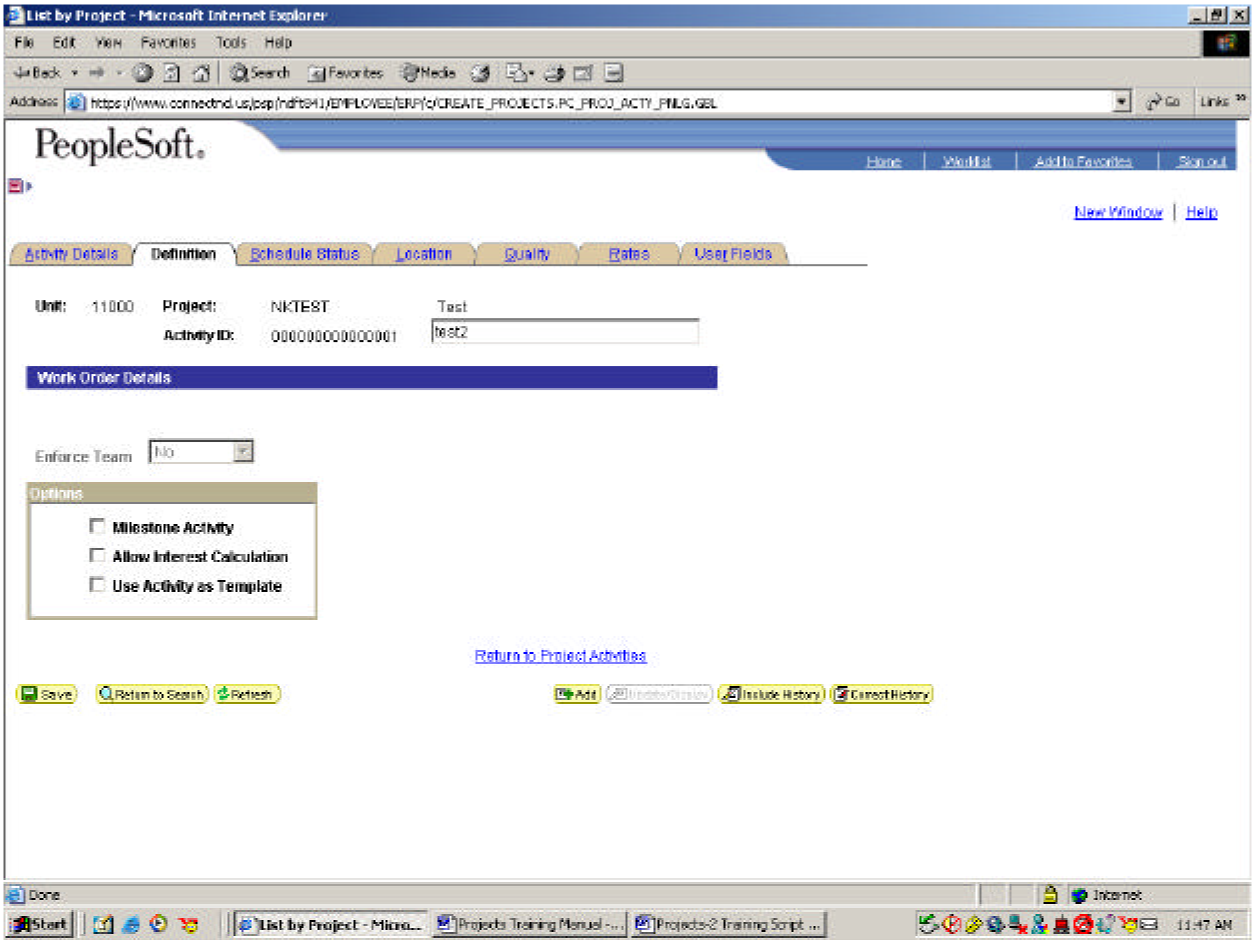
- Click on the Copy from Activity button to select employees to add from another activity within the same Project.

- Click on the Return to General Activ ity to return to the Activity General page.

- You can click on the other tabs to define information about your individual activity, as described below.

Activity Definition Tab

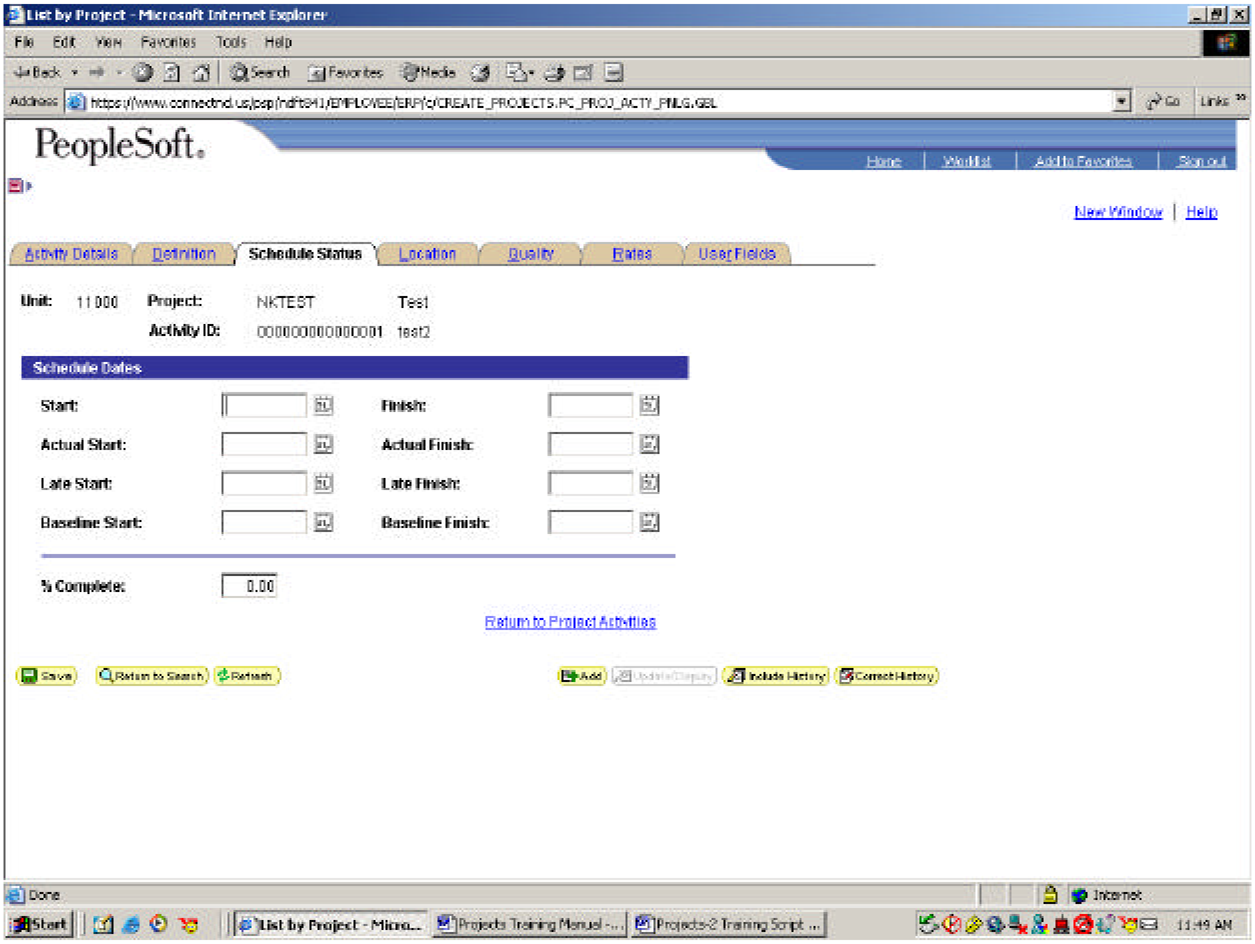
- Use the Definition page to assign the WBS ID if you are using Work Breakdown Structure.



- Use Activity as Template: Check this checkbox if you want to be able to copy this Activity to create a new Activity using the Project Copy Functionality.

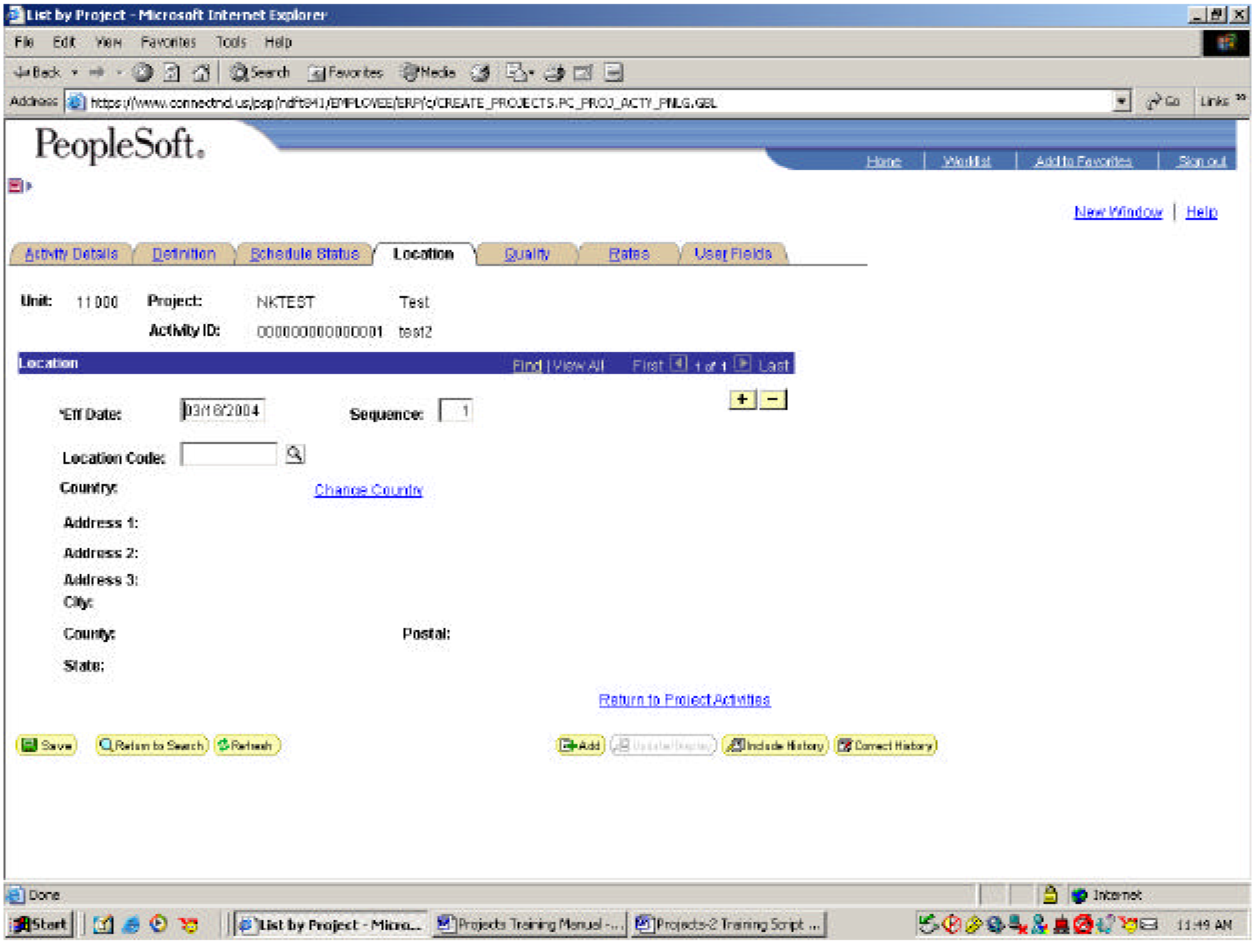
Schedule Status Tab

- Optional.
- The Schedule Status page allows you to track start and finish dates for your activities.
- The Percent Complete field is manually maintained and displayed on the Project Activities page as well. It can be maintained in both places.



Location Tab

- Optional.
- You can track the location of individual activ ities within a project.
- Activities may have different locations than the project.



- Locations are not required. This page is effective dated to keep an audit trail as well as allow multiple locations.

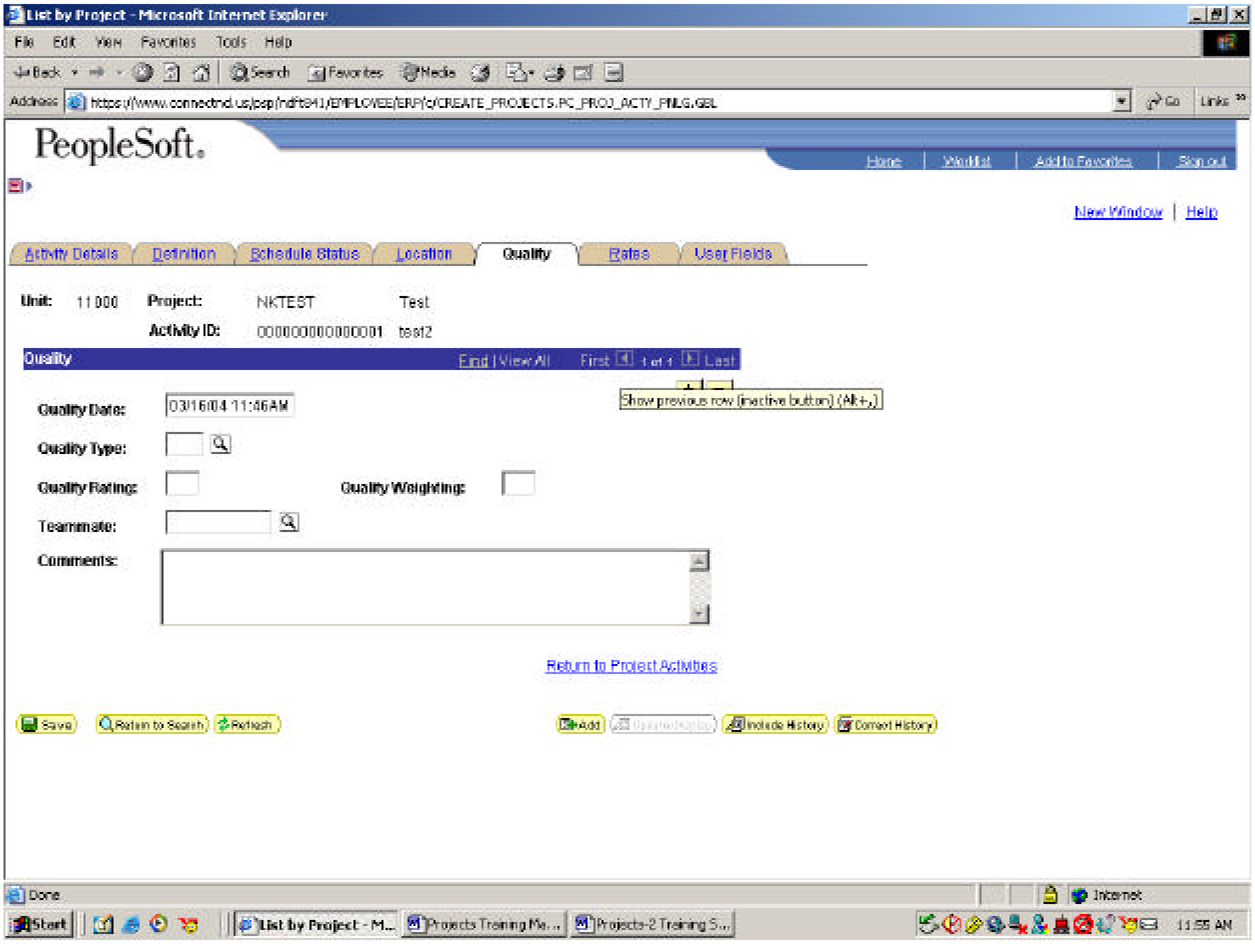
- Location Code: Click on the magnifying glass icon to see a list of valid values.

Quality Tab

- Optional.

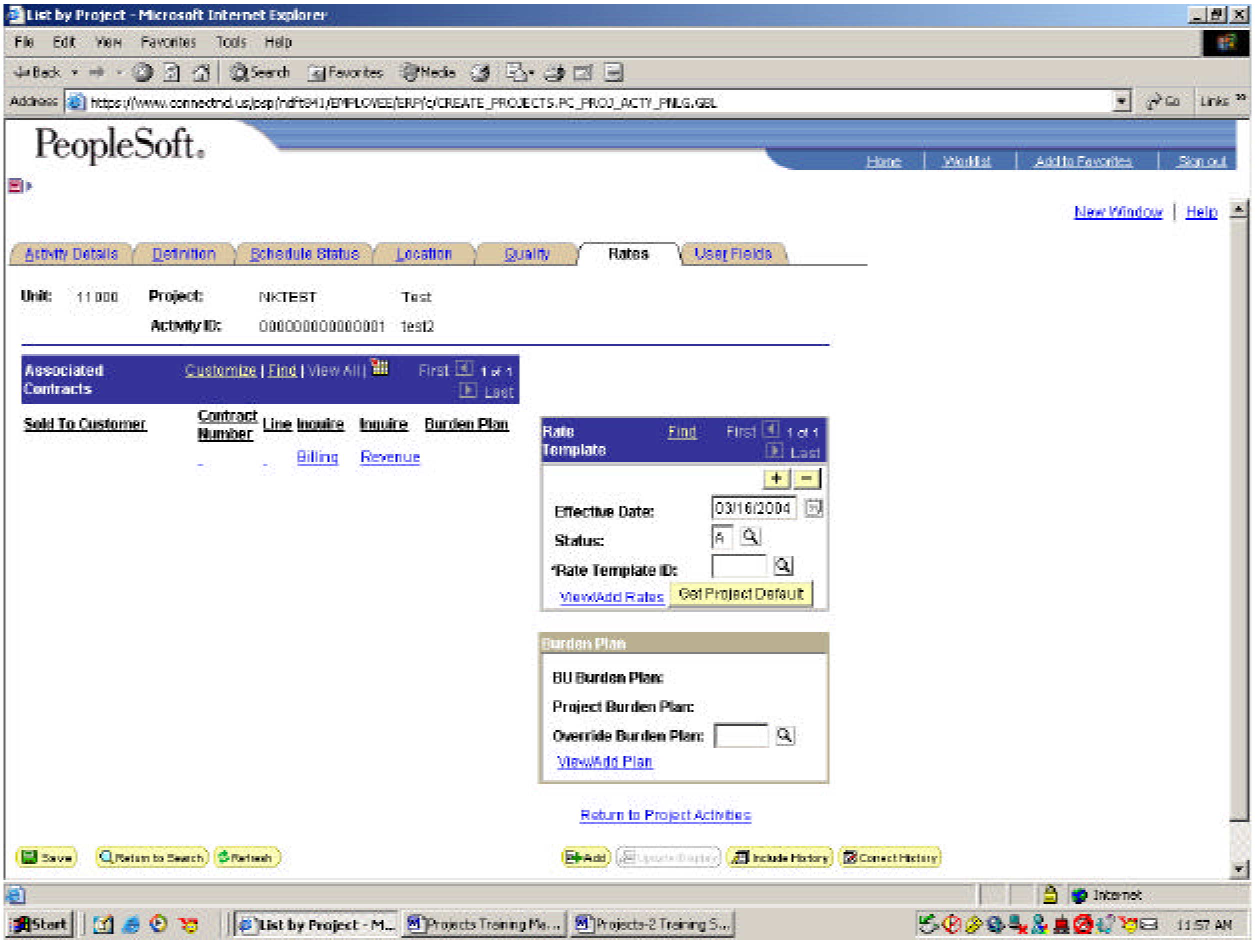
- You can track any aspect of an activity's quality, using quality types.

- This page also records the project team member that determined the rating as well as any comments on the rating.



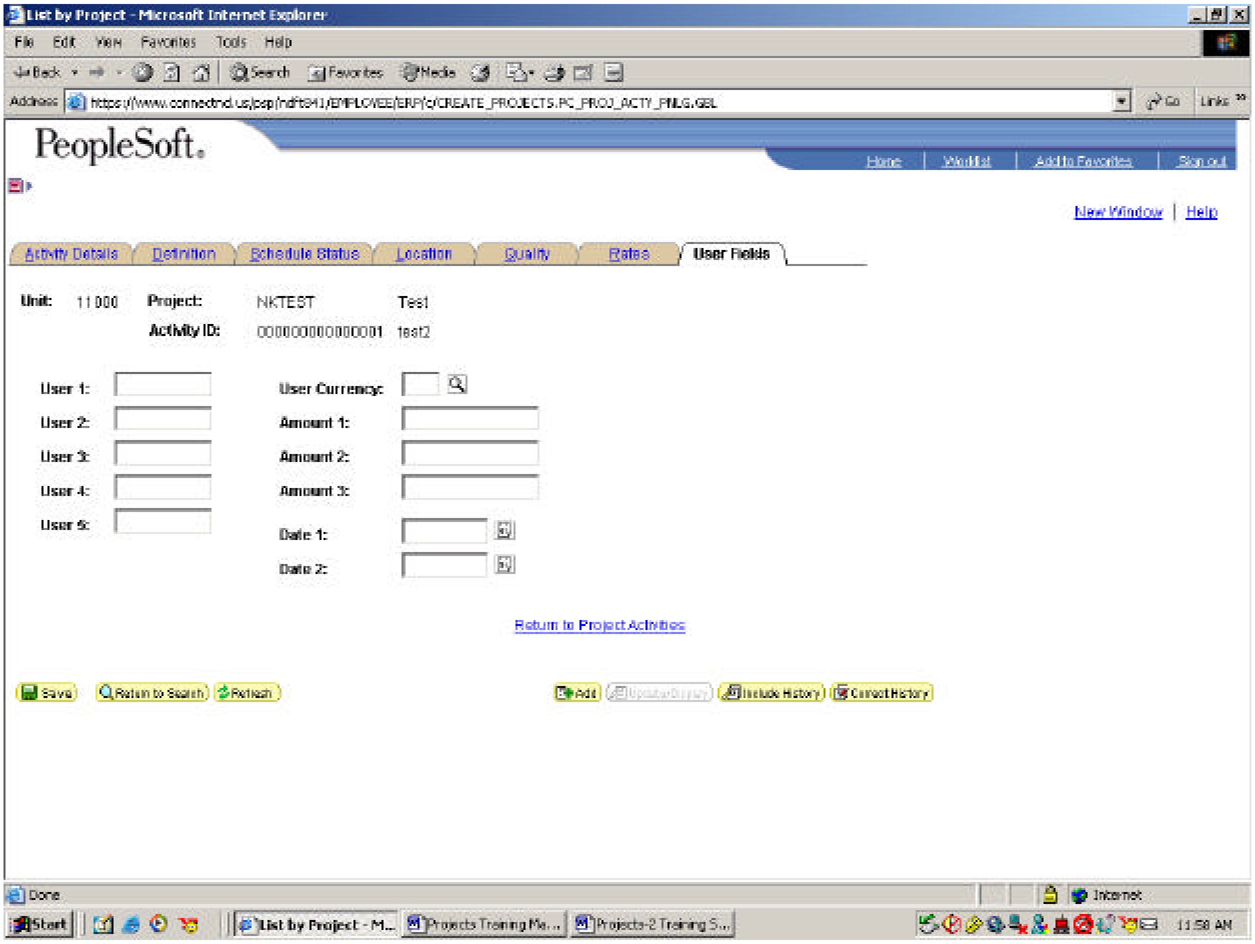
Rates Tab

- Optional.
- The Rates page displays the current contract information associated with the Project/Activity ID.
- This area may appear blank if PeopleSoft Contracts is not being used.



User Fields Tab

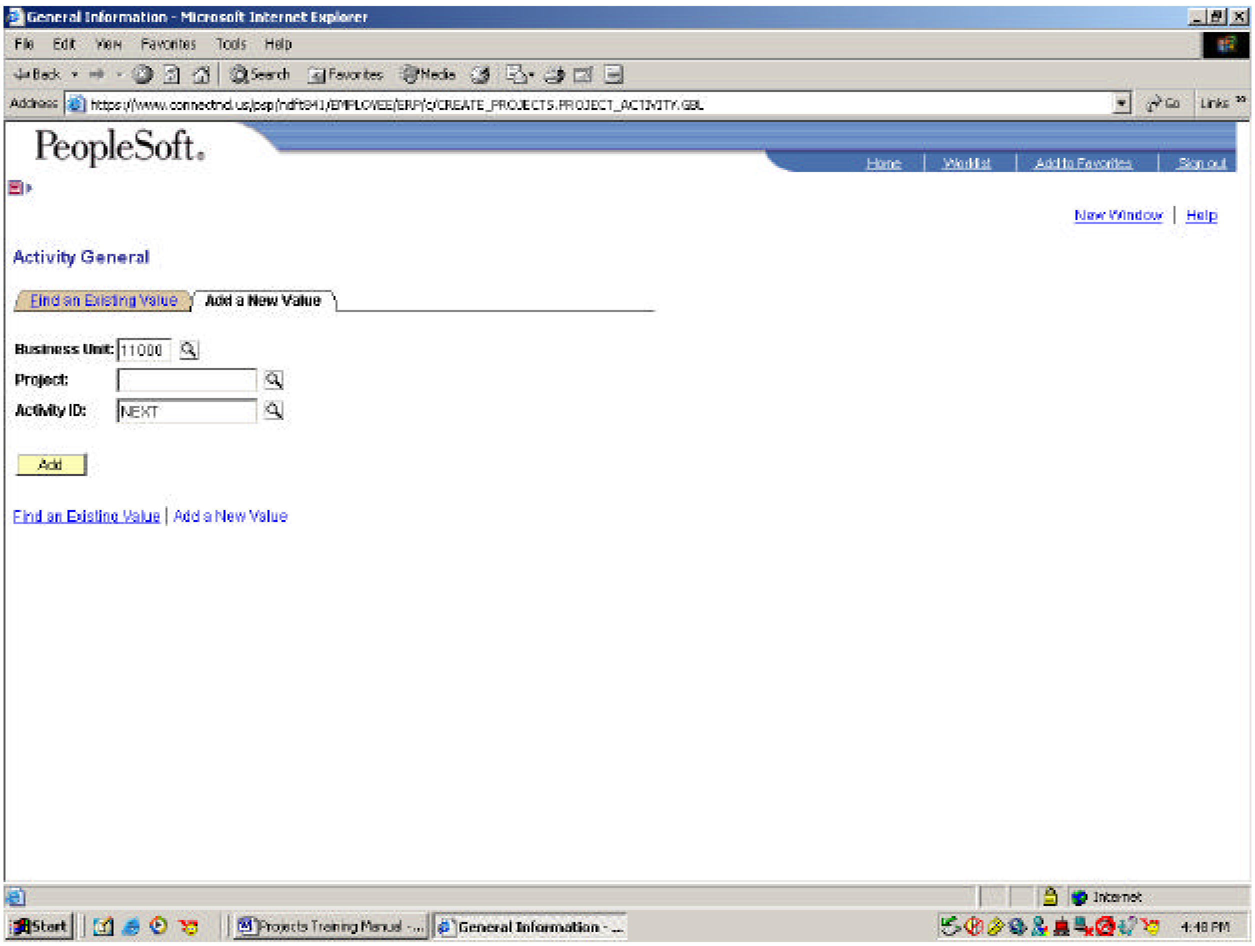
- User Fields are available to store custom information specific to your company.
- Use based on Business Unit needs.


List by Project - Microsoft Internet Explorer
PeopleSoft.
Home | Worklist | Add to Favorites | Sign out
New Window | Help
Activity Details
Definition
Schedule Status
Location
Quality
Rates
User Fields
Unit: 11000
Project: NKTEST Test
Activity ID: 000000000000001 test2
User 1:
User 2:
User 3:
User 4:
User 5:
User Currency:
Amount 1:
Amount 2:
Amount 3:
Date 1:
Date 2:
Return to Project Activities
Save
Return to Search
Refresh
Add
Update/Display
Include History
Correct History

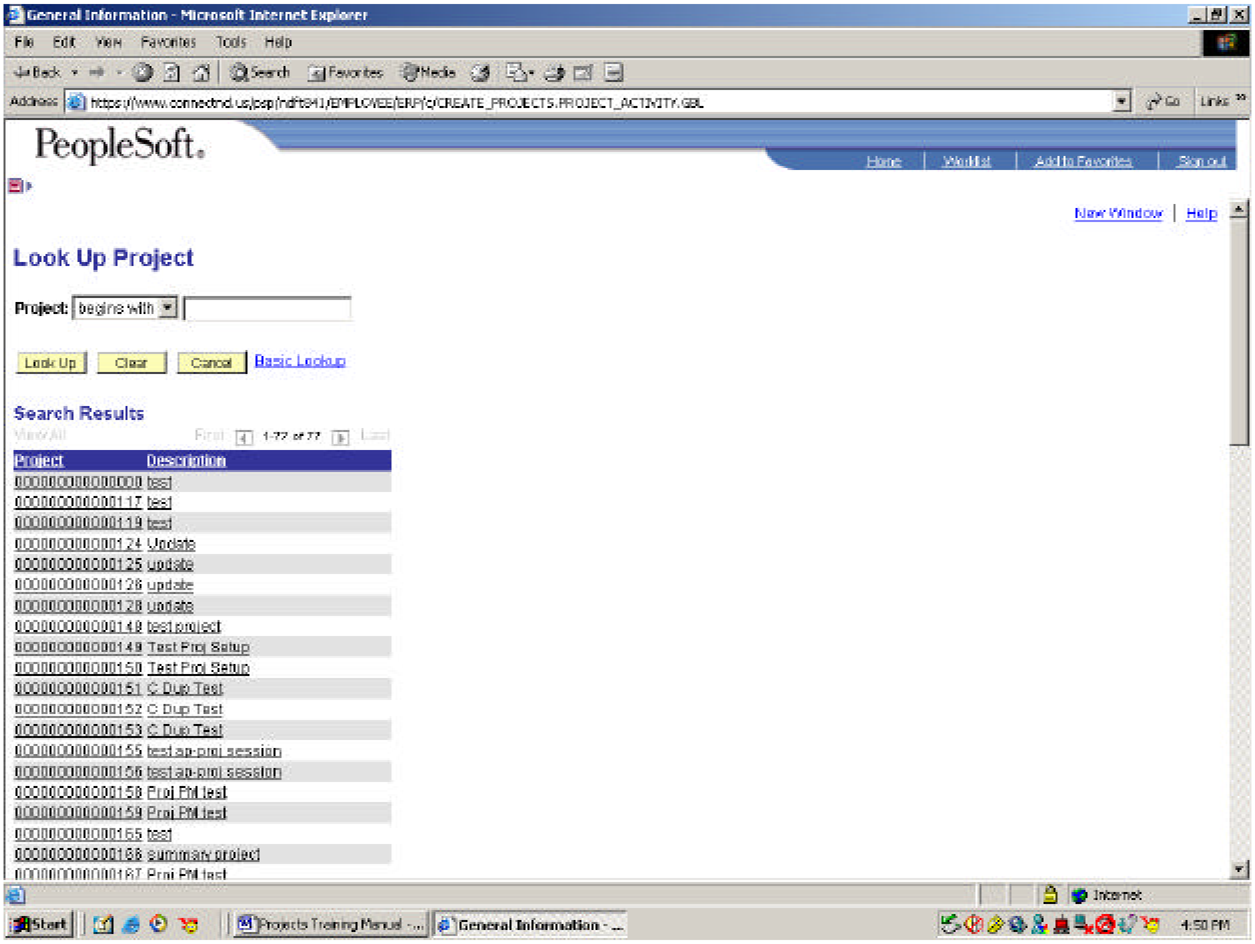
- Click Save.

Creating Activities

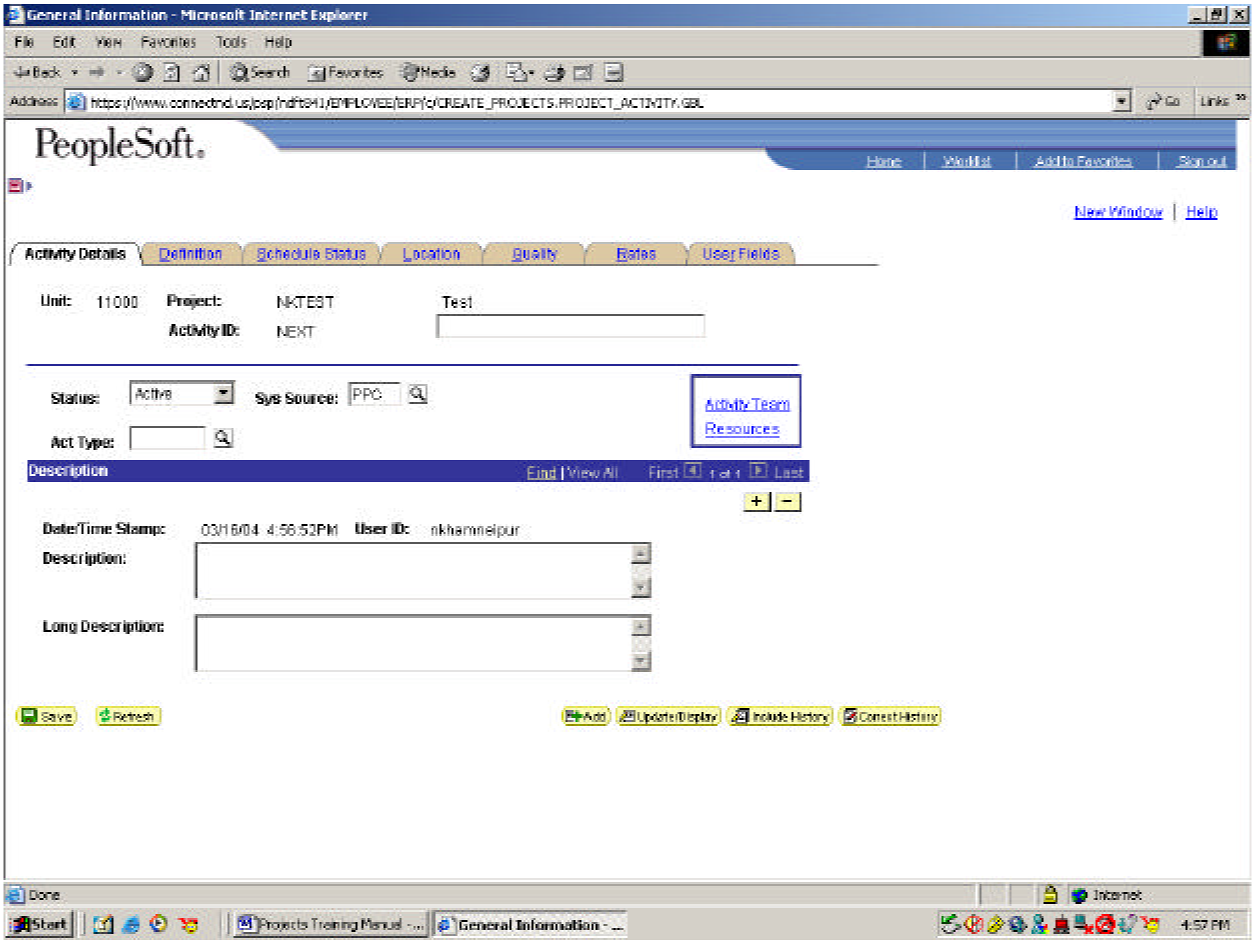
Project > Activities > General Information > Add a New Value



- Business Unit: Projects Business Unit. Click on the magnifying glass icon to see a list of valid values.
- Project ID: Select the appropriate Project ID to add this Activity to. Click on the magnifying glass icon to see a list of valid values.

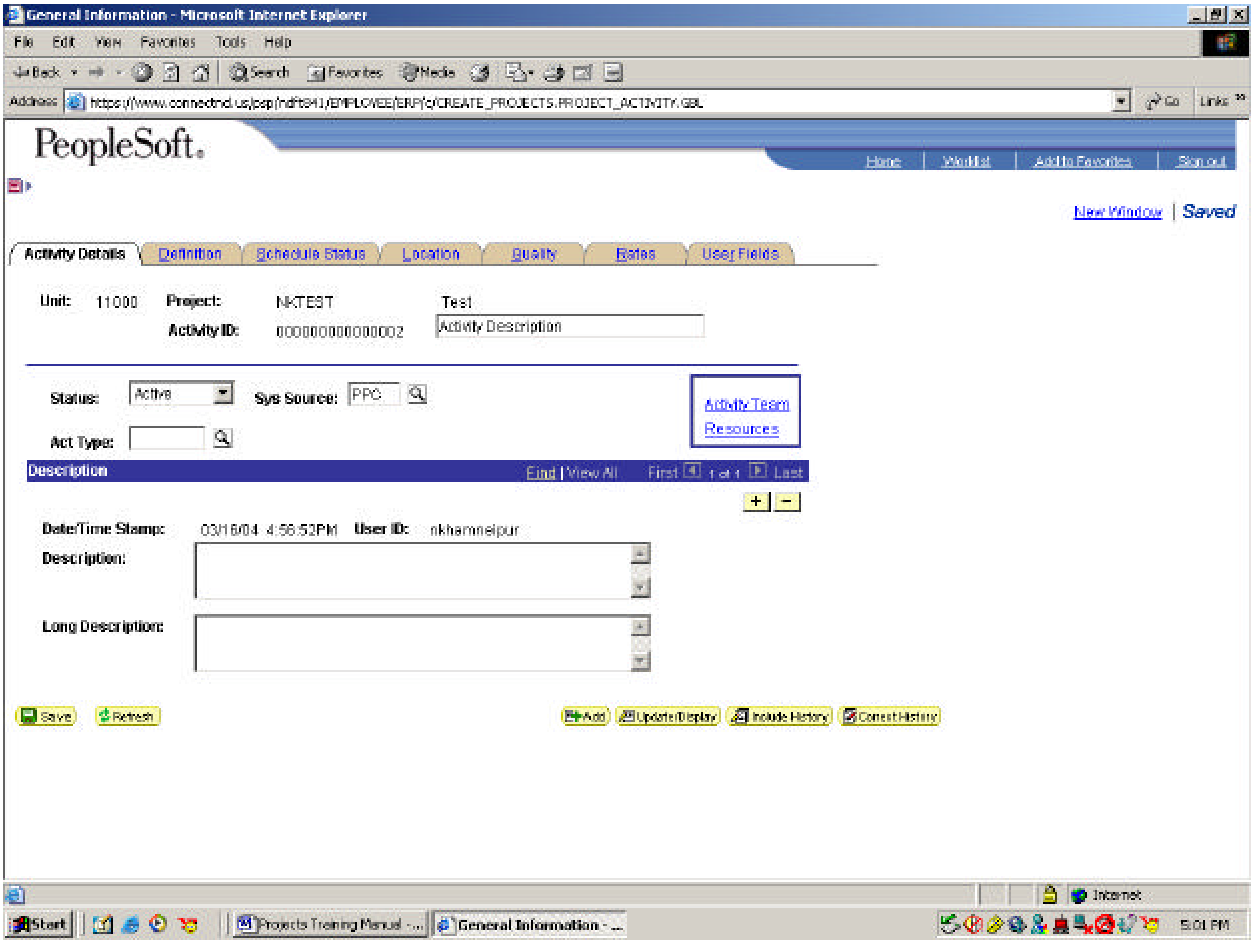


- Activity ID: Either leave the Activity ID to 'NEXT' for auto numbering, or type in the Activity ID.
- Click Add.



- Description: Enter the appropriate description for the Activity.
- Activity Type: Optional. Click on the magnifying glass icon to see a list of valid values.
- Click Save.

Note: When you save the Activity, the auto-numbering will take affect (if you left the Activity ID default NEXT).



- Enter any appropriate information on the additional Activity tabs:
  - Schedule Status
  - Location
  - Quality
  - Rates
  - User Fields

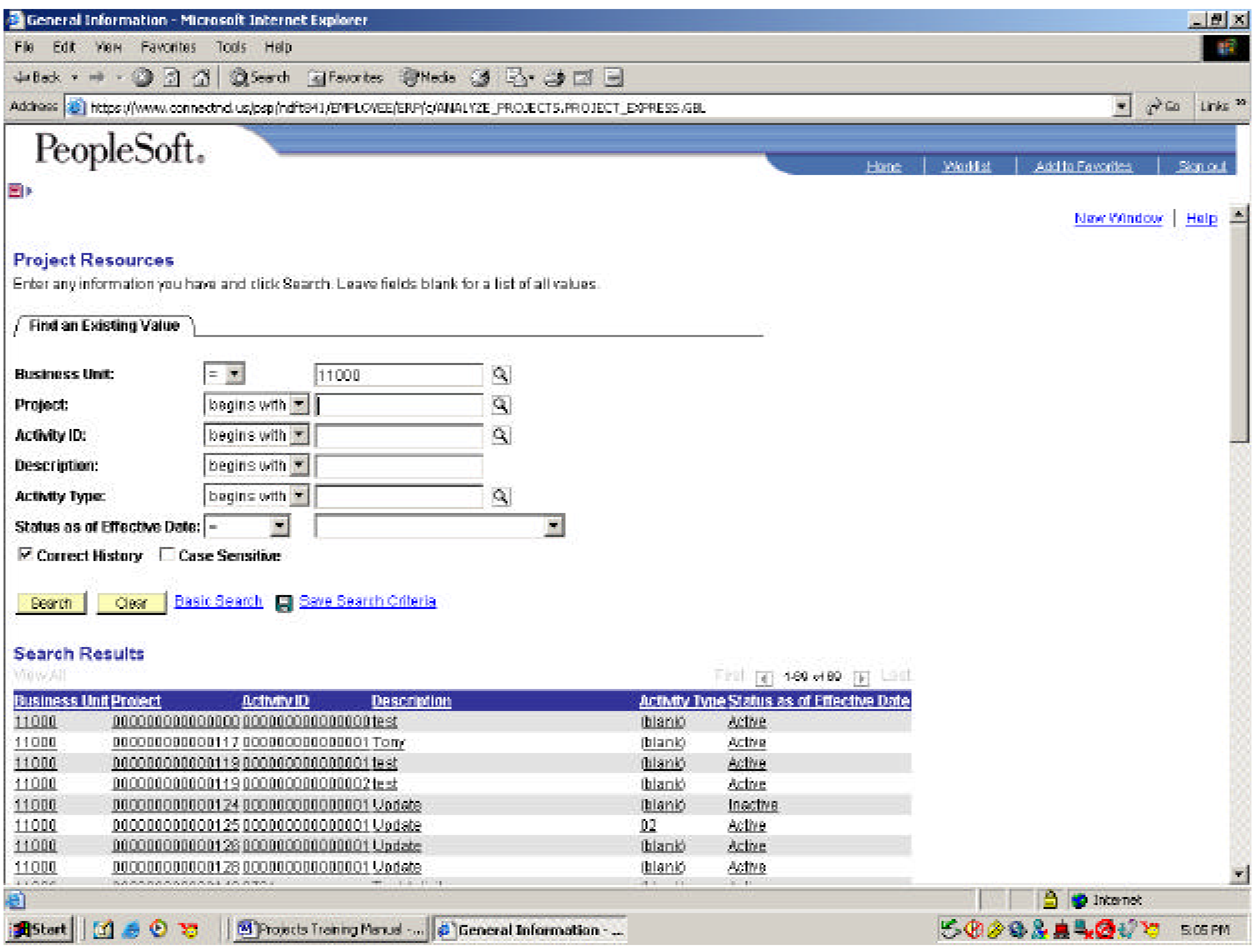
Resources

- The transactions that post to a project's activities are call "Resources."
- Resources can represent costs, revenue, budget amounts, employee hours, and more.

Viewing Resources

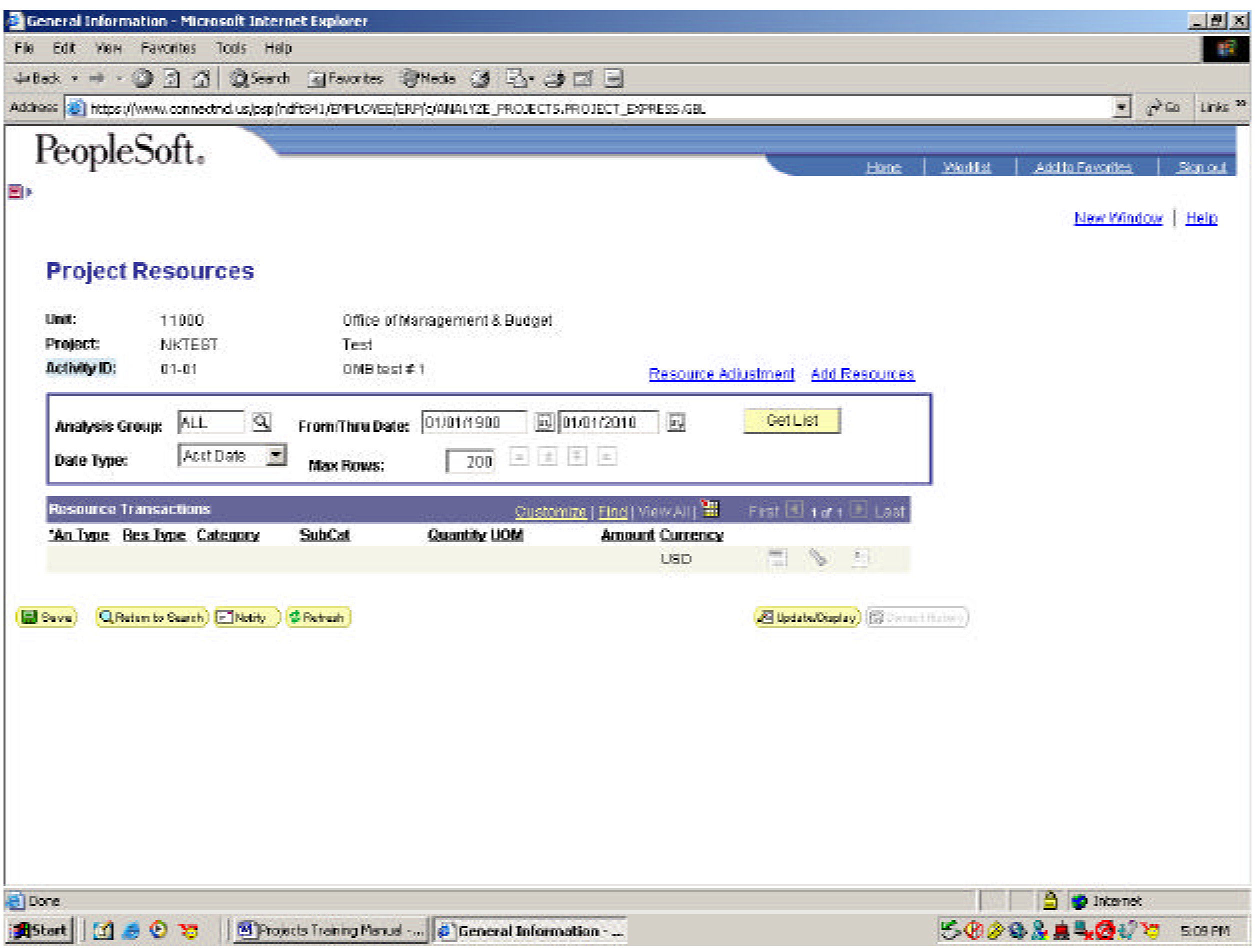
- To see Resources, navigate to an Activity within a Project.

Projects > Resources > General Information

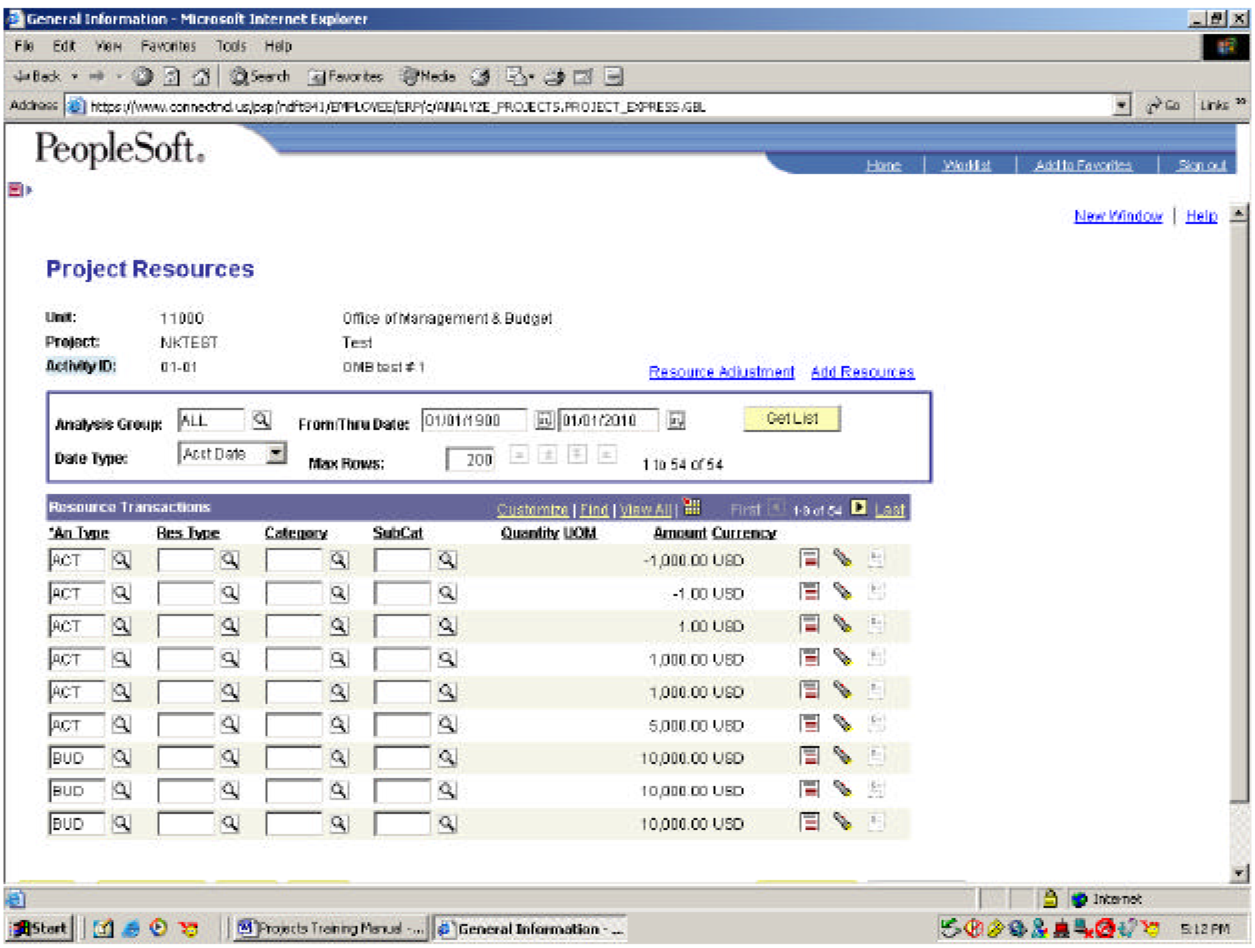


- Business Unit: Projects Business Unit. Click on the magnifying glass icon  to see a list of valid values.

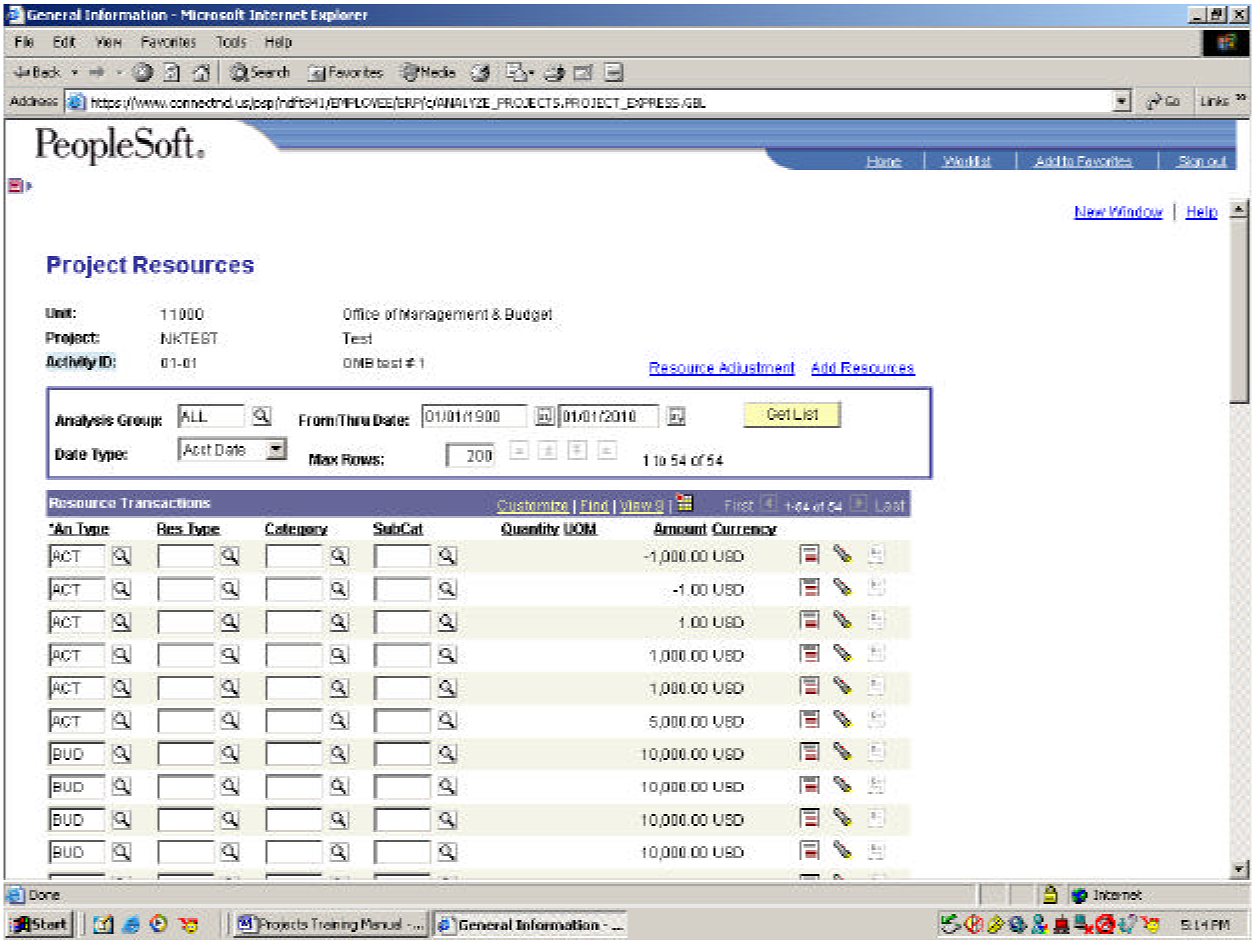
- Project: Select the appropriate Project ID. Click on the magnifying glass icon to see a list of valid values.
- Activity ID: Select the appropriate Activity ID. Click on the magnifying glass icon to see a list of valid values.
- Description: Enter the appropriate Activity Description.
- Activity Type: Select the appropriate Activity Type. Click on the magnifying glass icon to see a list of valid values.
- Status as of Effective Date: Active vs. Inactive.
- Select the appropriate Project / Activity whose Resources you want to view.



- Analysis Group: "ALL". It will default from your User Preferences – Projects page.
- Enter From/Thru dates. Dates will default from your User Preferences – Projects page.
- Click the Get List button.



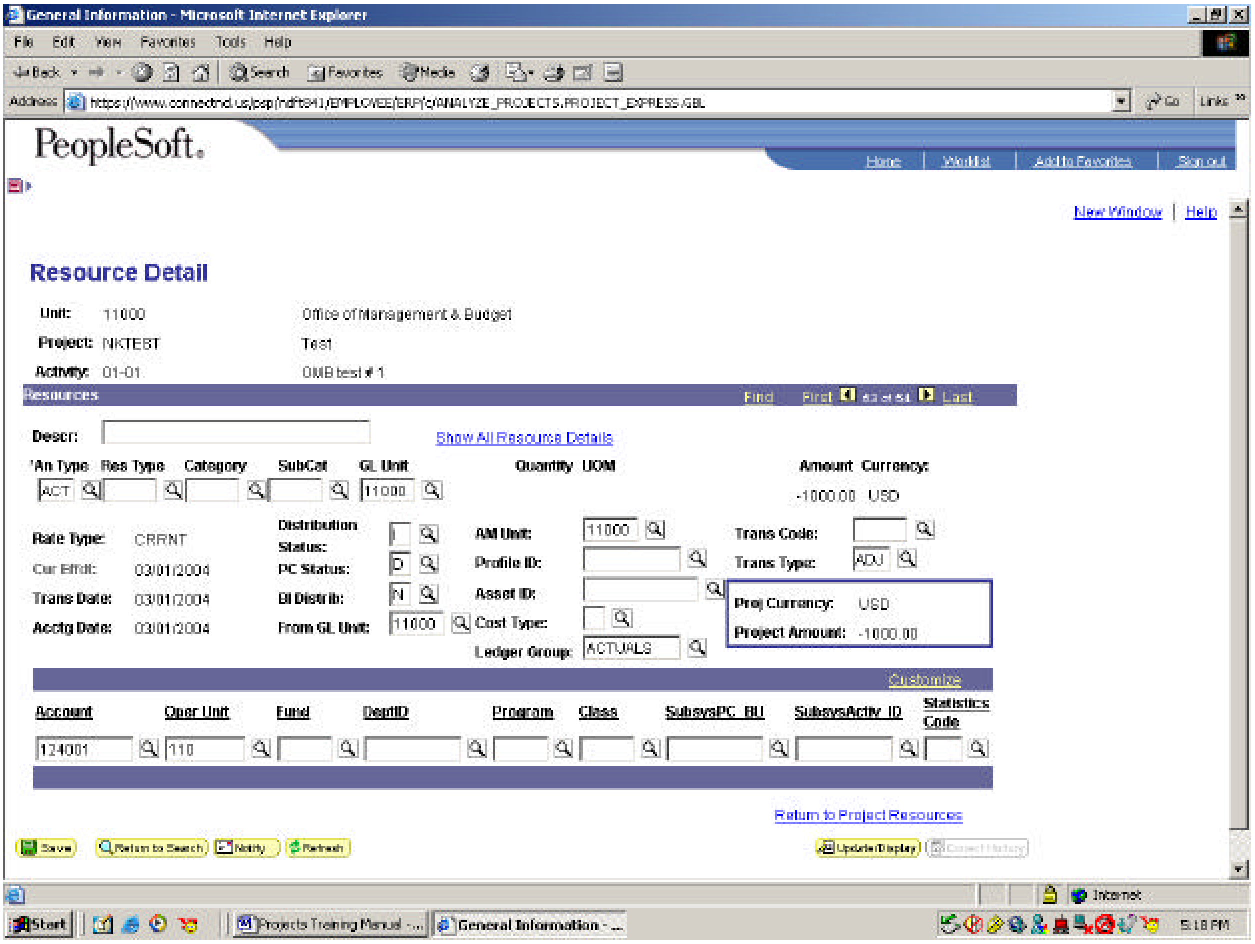
- This activity has 54 Resource lines in it.
- Click the View All hyperlink to see all the resource transactions.



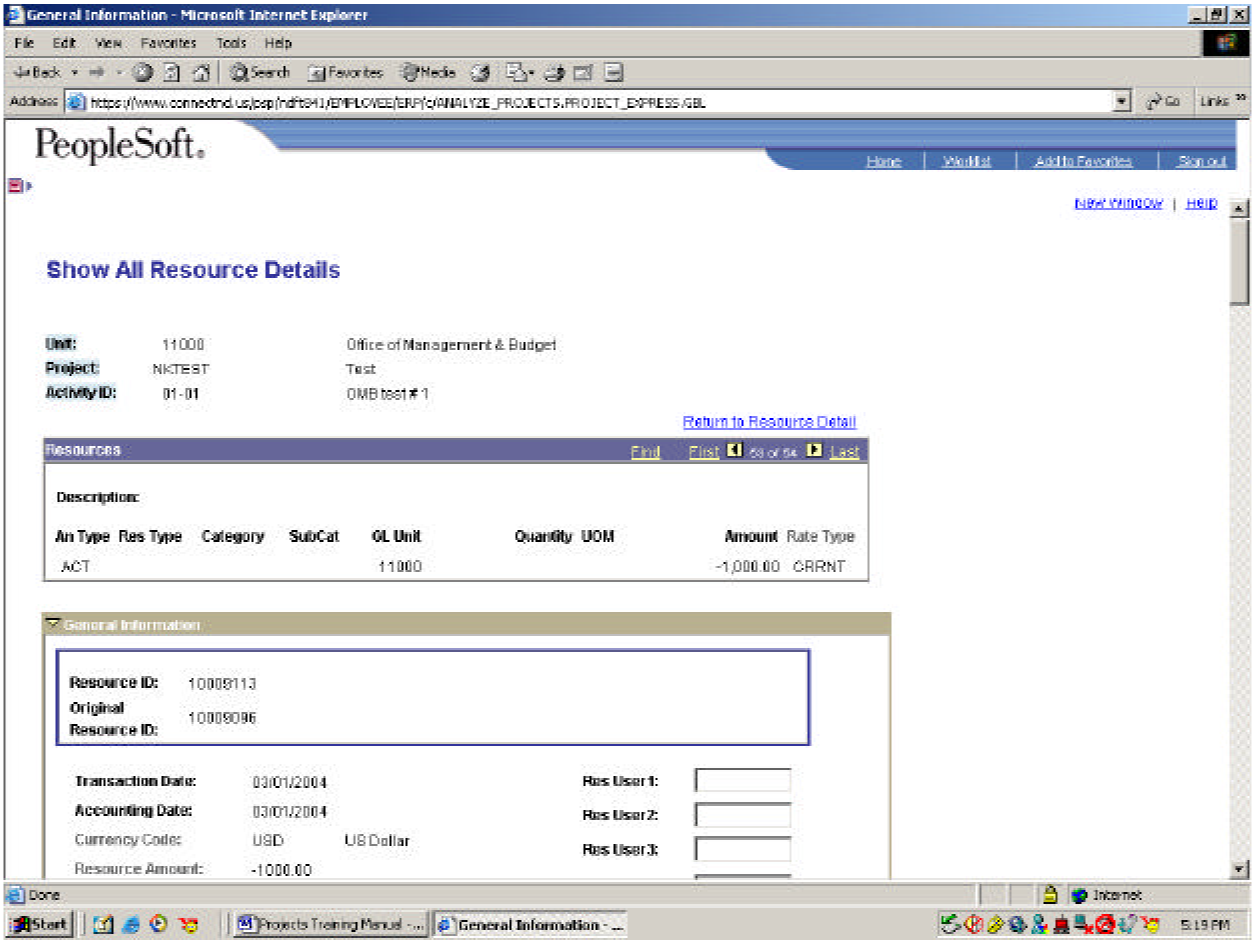
Resource Drilling Down

- From the Project Resources page, you can drill down to more information in two ways; Drill to Source or Resource Detail.

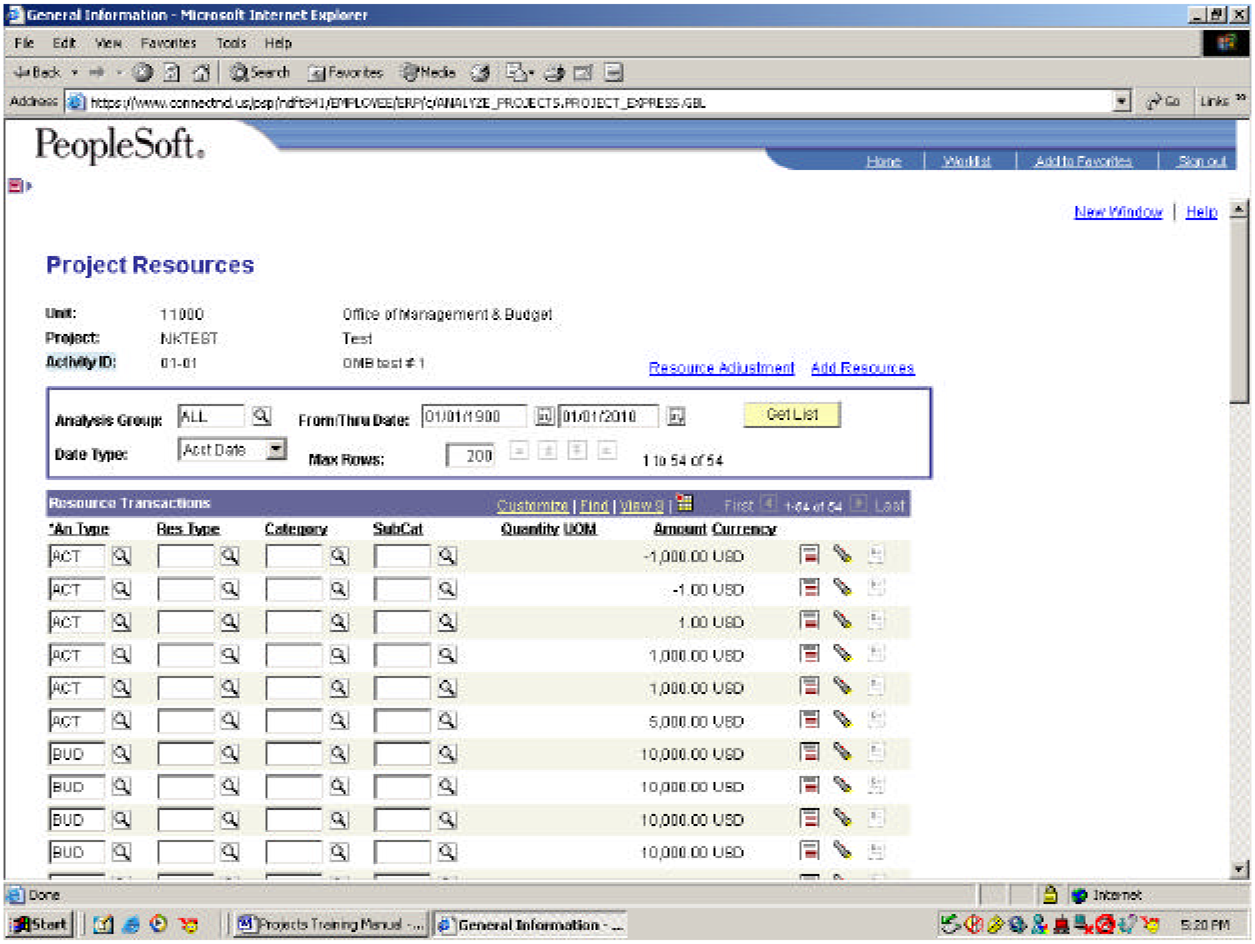
- Click on the Resource Detail icon  to view additional information related to this resource transaction. By doing so, you will see all the fields on the PROJ_RESOURCE_TBL related to this transaction.



- Click the Show All Resource Details to see all details associated with this Resource.



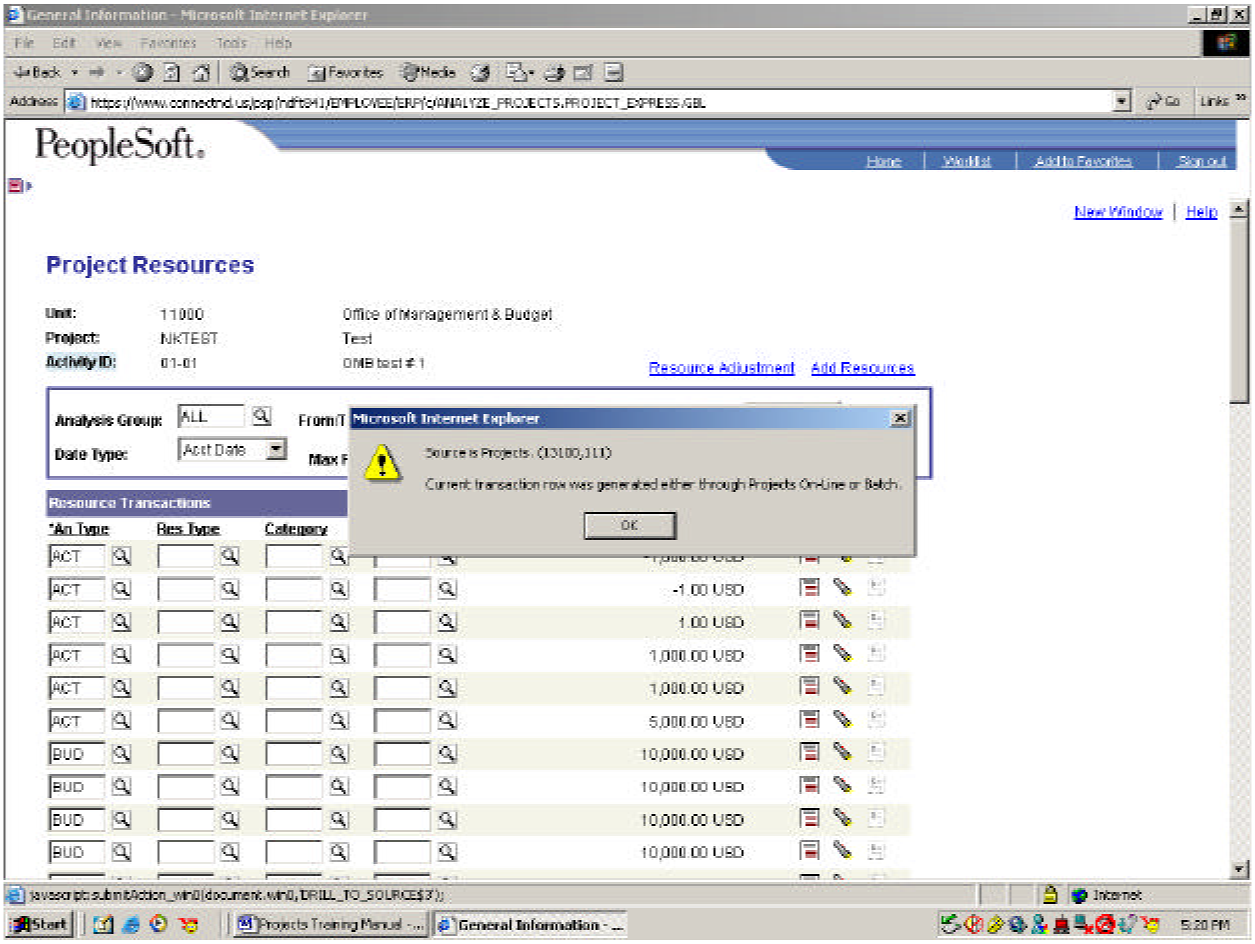
- Click on the Return to Project Resources hyperlink to return to the Resources – General Information page.



- Click on the Drill to Source icon to drill to the source of the Project Resource transactions. Sources can either be initiated in Projects through Resource Add / Adjustment, or one of the feeder systems (AP, PO, AR, GL, etc.)

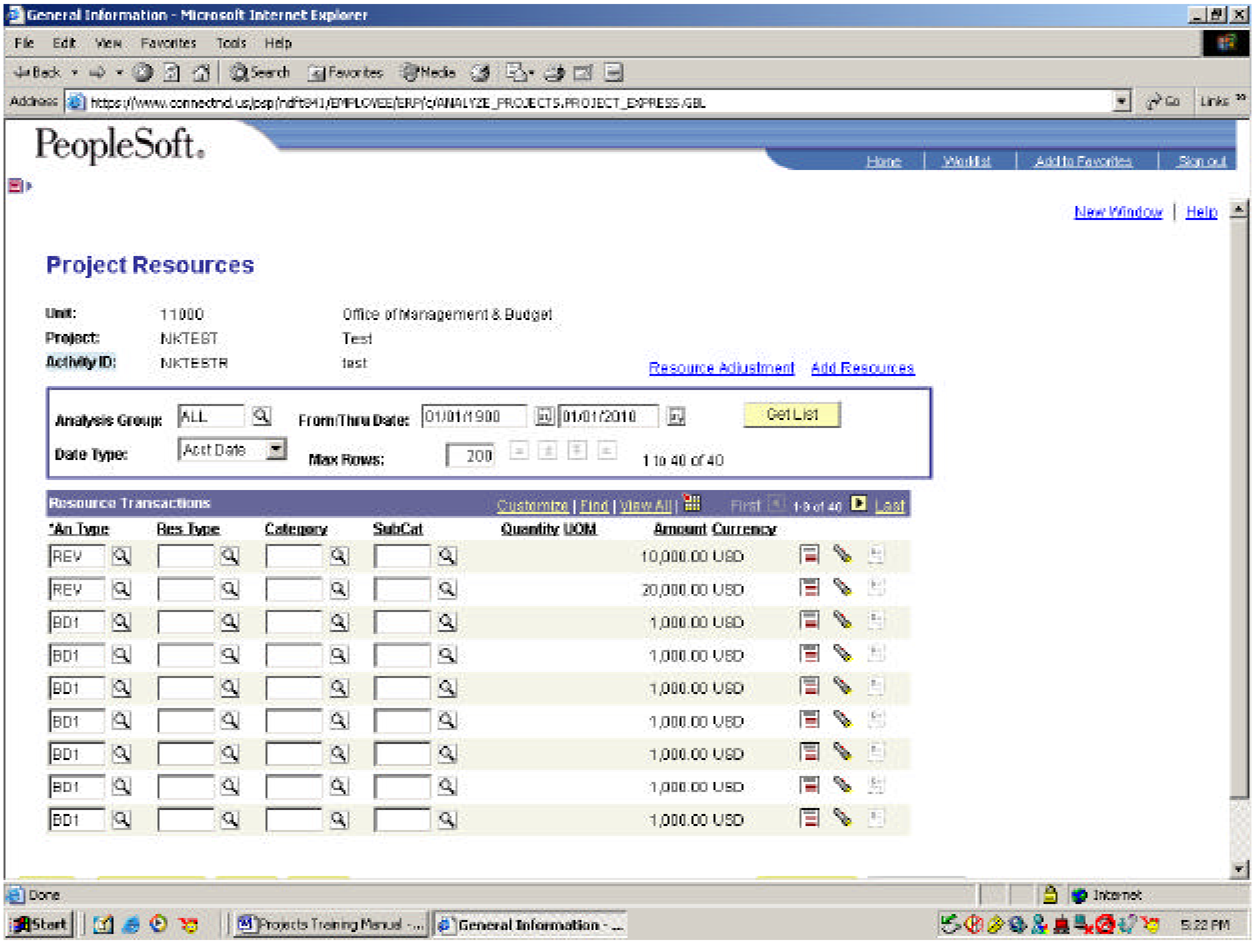
Example of a Resource created in Projects.

- Click on the Drill to Source icon .



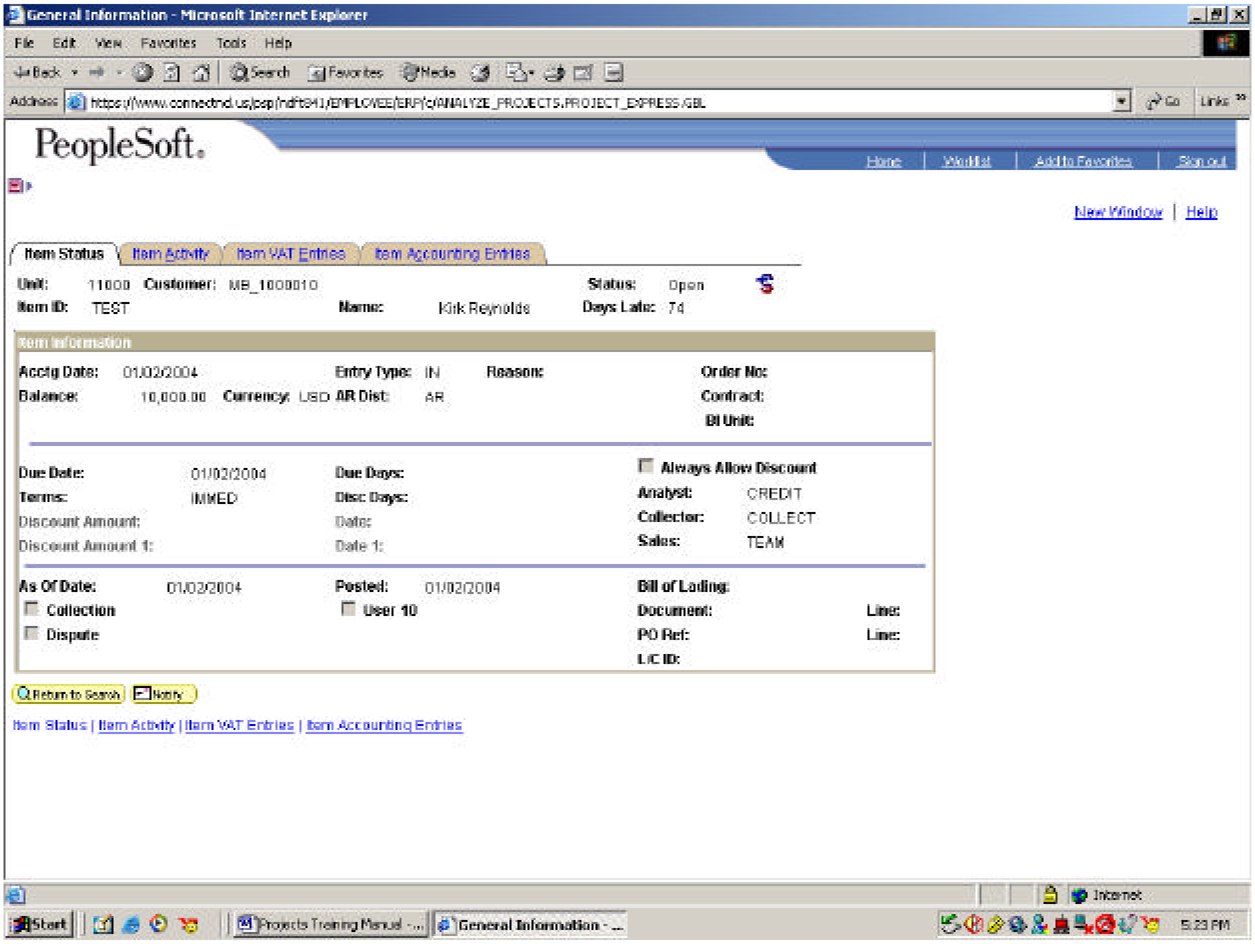
Example of Drill to Source from a feeder system.

- Note the ‘REV’ analysis type for 10,000$

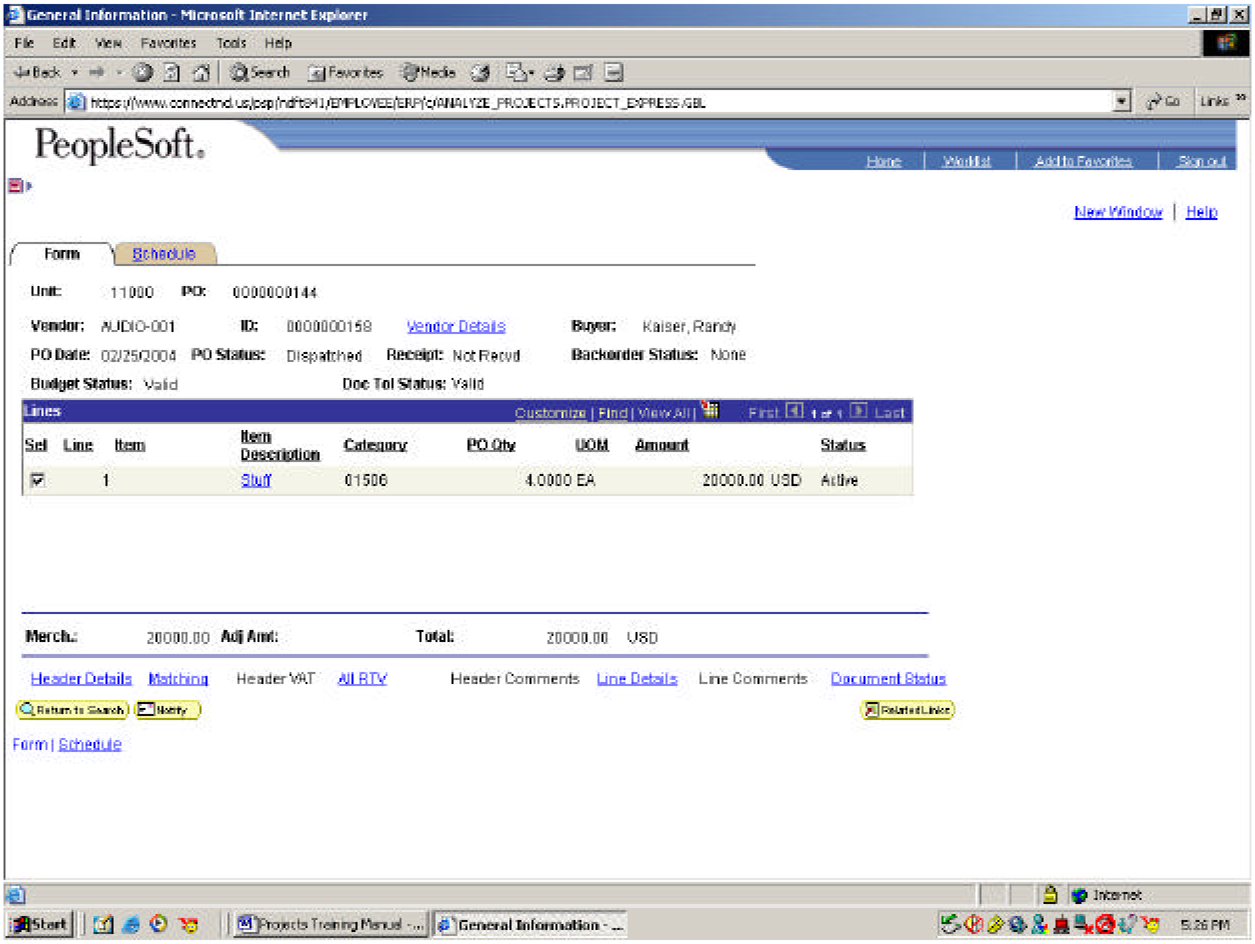


- Click on the Drill to Source icon  to view Item Status / Activity in AR.

Note: You must have access to the feeder module pages to use this functionality.

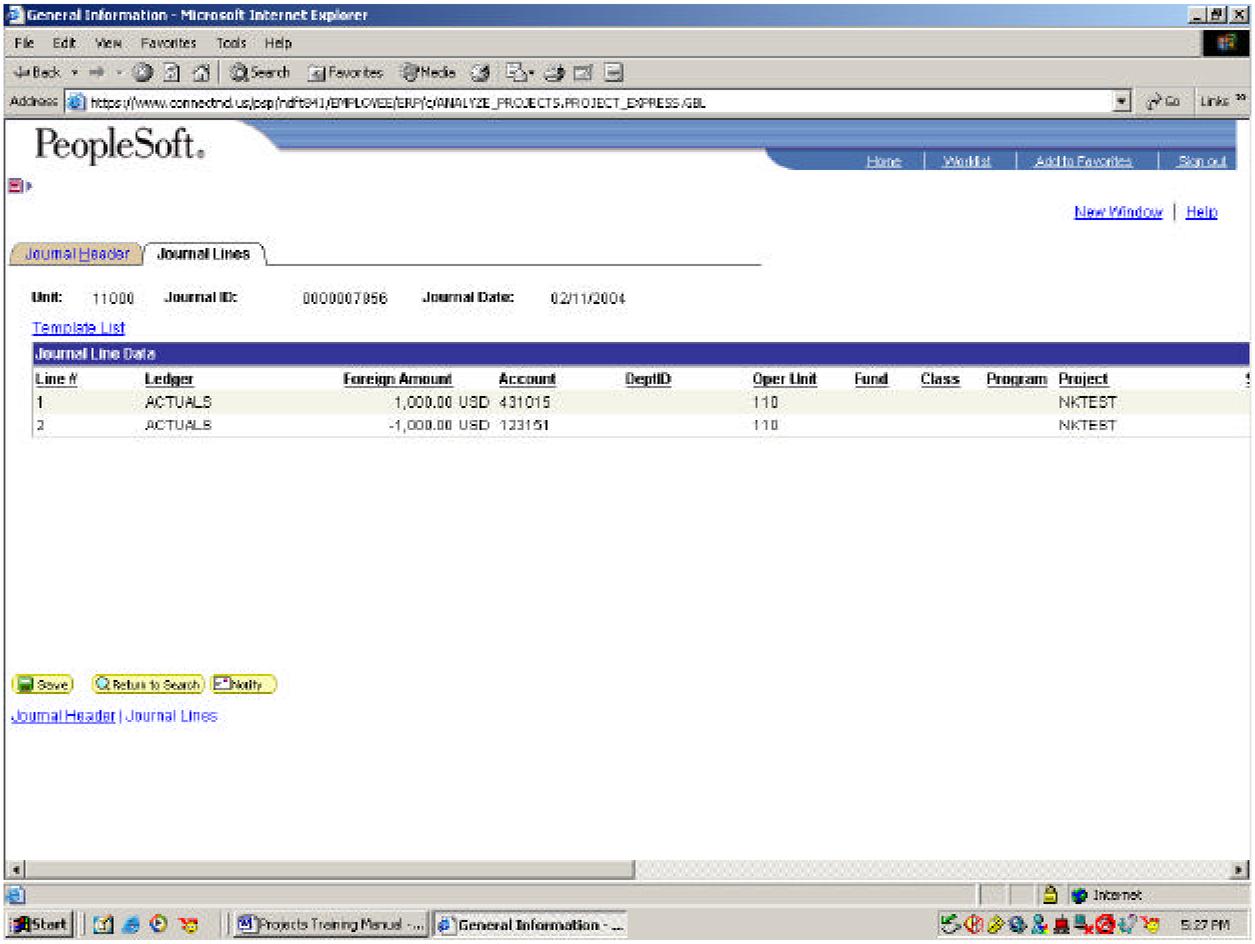


Example of drill down from a 'COM' analysis type created through a Purchase Order in Purchasing.



- Example of a ‘GLR’ analysis type created in General Ledger – Journal.

- You will be navigated to bring up the Journal in General Ledger where you can view the journal lines.

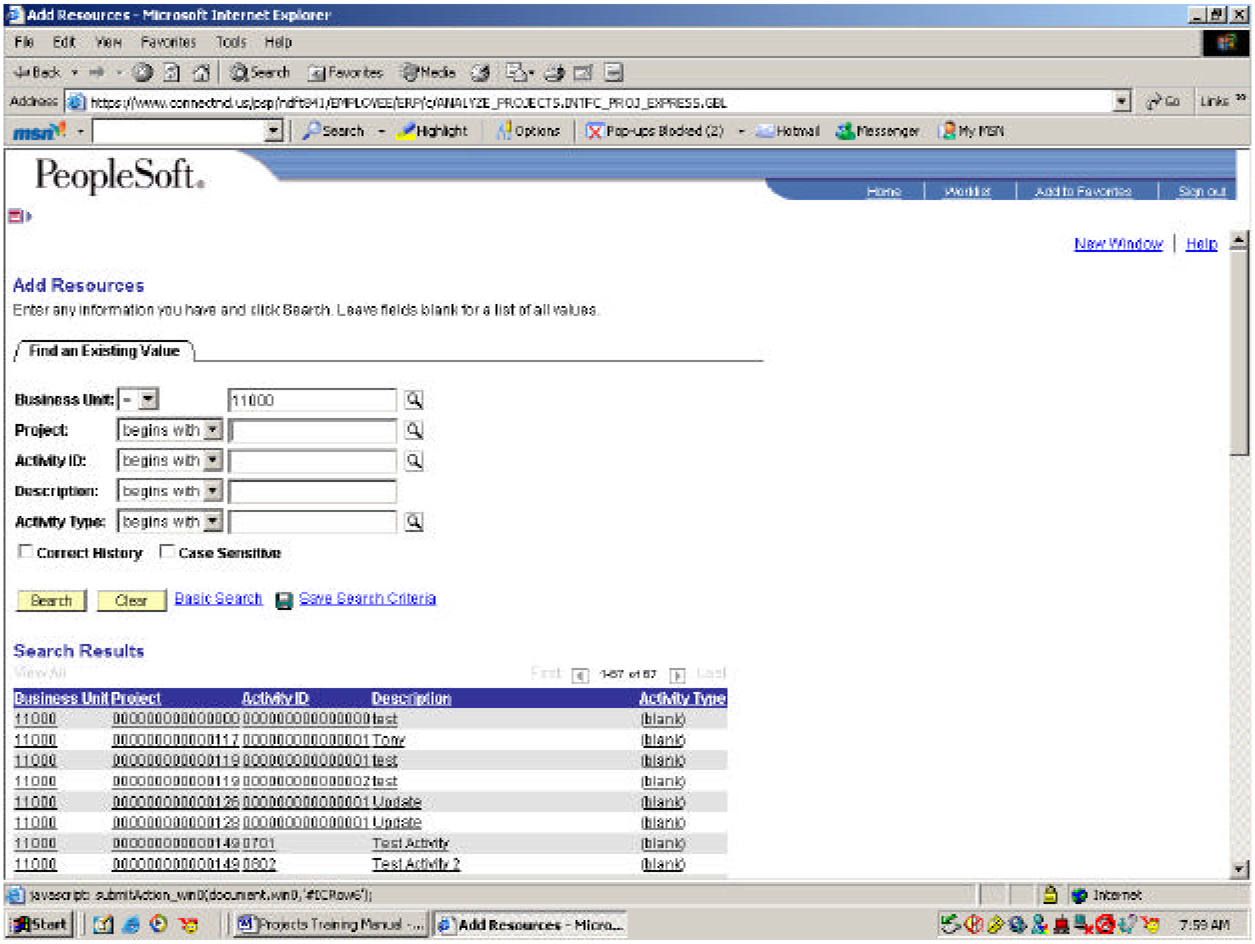


- You can also sort the Resources by any of the columns, by clicking on the column heading.

Adding Resources

Projects > Resources > Add Resources

Note: Resources can be added through either the Resources component, or through the Project General, Activities hyperlink



- Business Unit: Enter Projects Business Unit. Click on the magnifying glass icon to see a list of valid values.

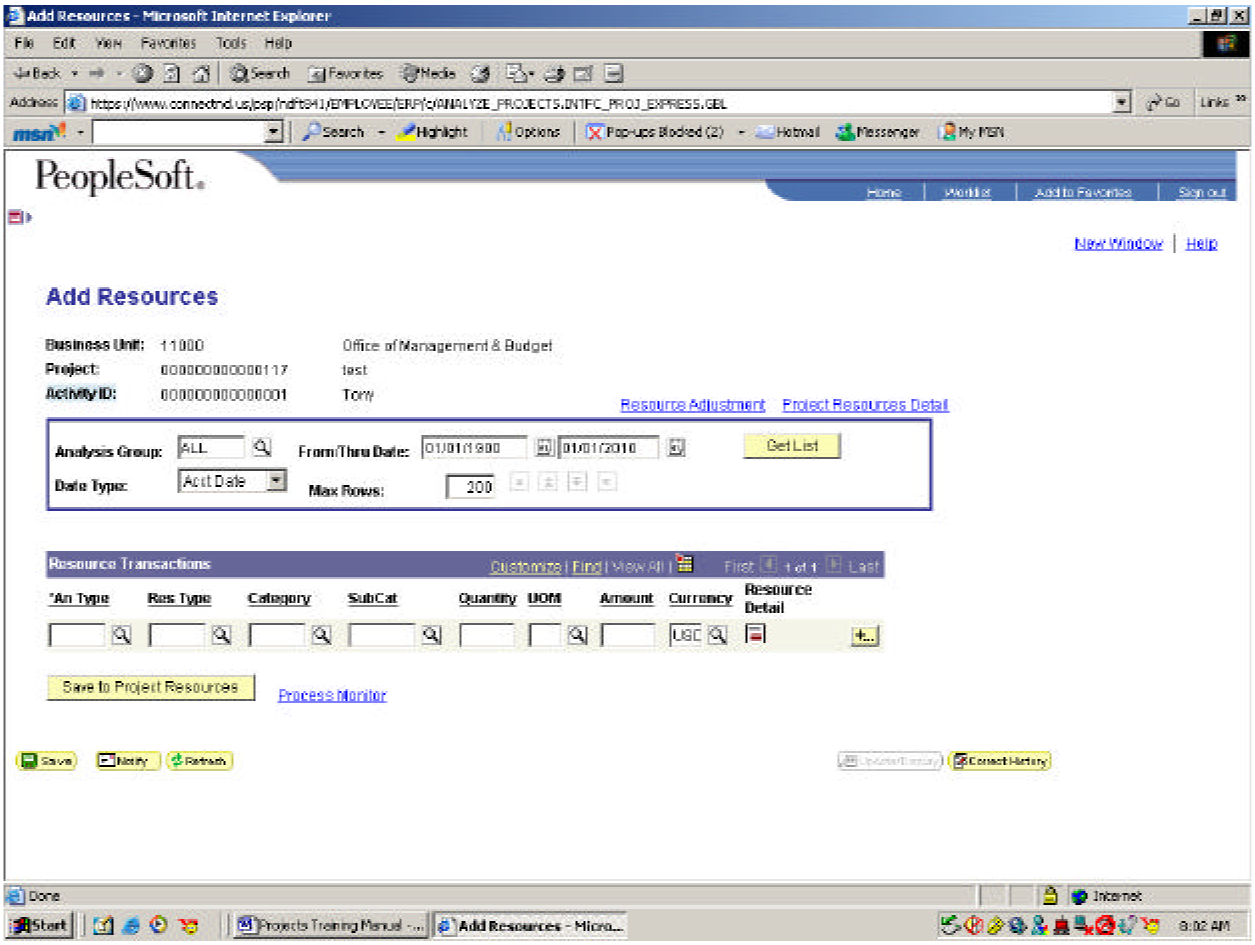
- Project: Select the appropriate Project ID. Click on the magnifying glass icon to see a list of valid values.

- Activity ID: Select the appropriate Activity ID. Click on the magnifying glass icon to see a list of valid values.

- Description: Enter the appropriate Activity Description.

- Activity Type: Select the appropriate Activity Type. Click on the magnifying glass icon to see a list of valid values.

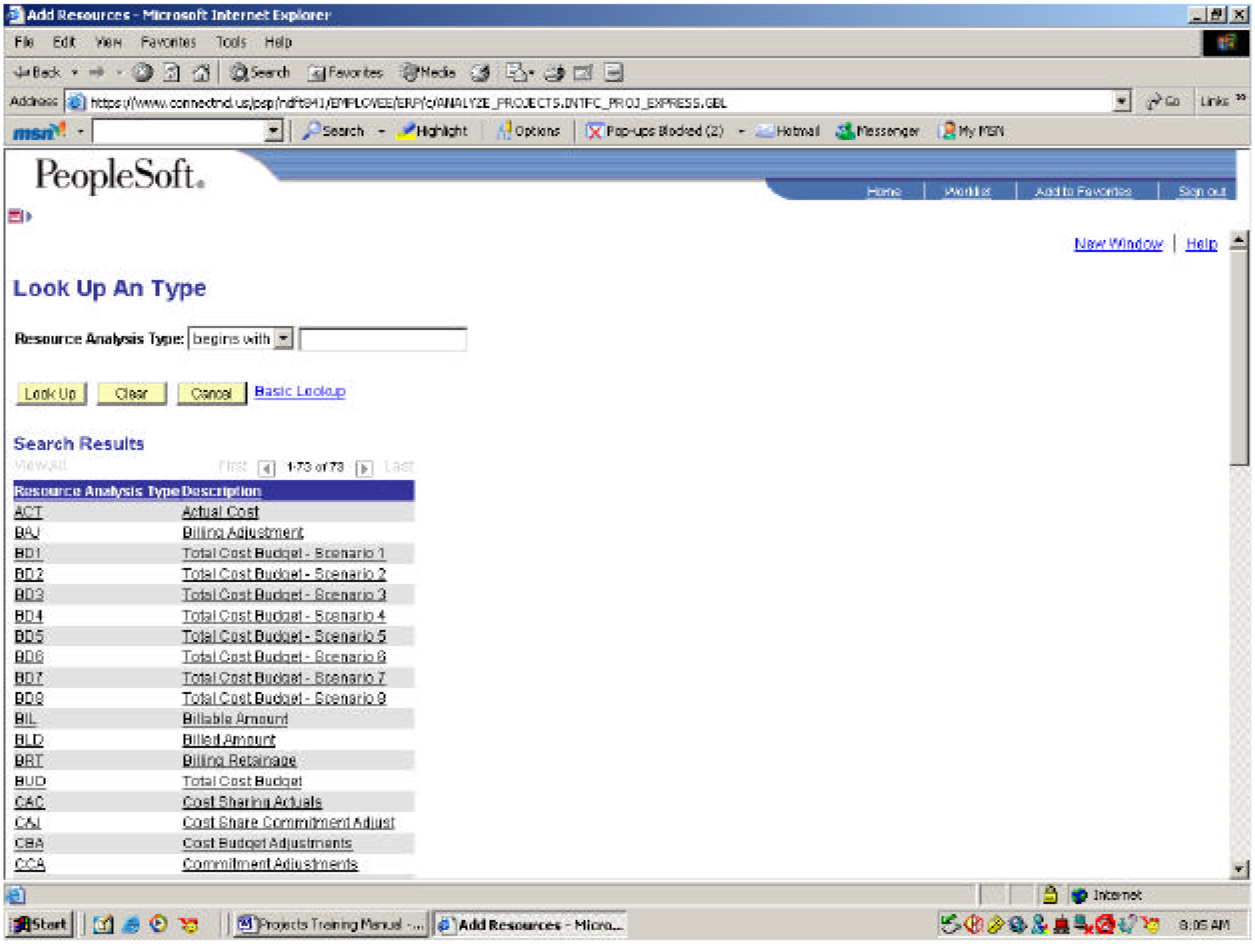
- Select the appropriate Project / Activity to add the Resource.



- Analysis Type: Enter the analysis type for the transaction you want to enter. Click on the magnifying glass icon to see a list of valid values.

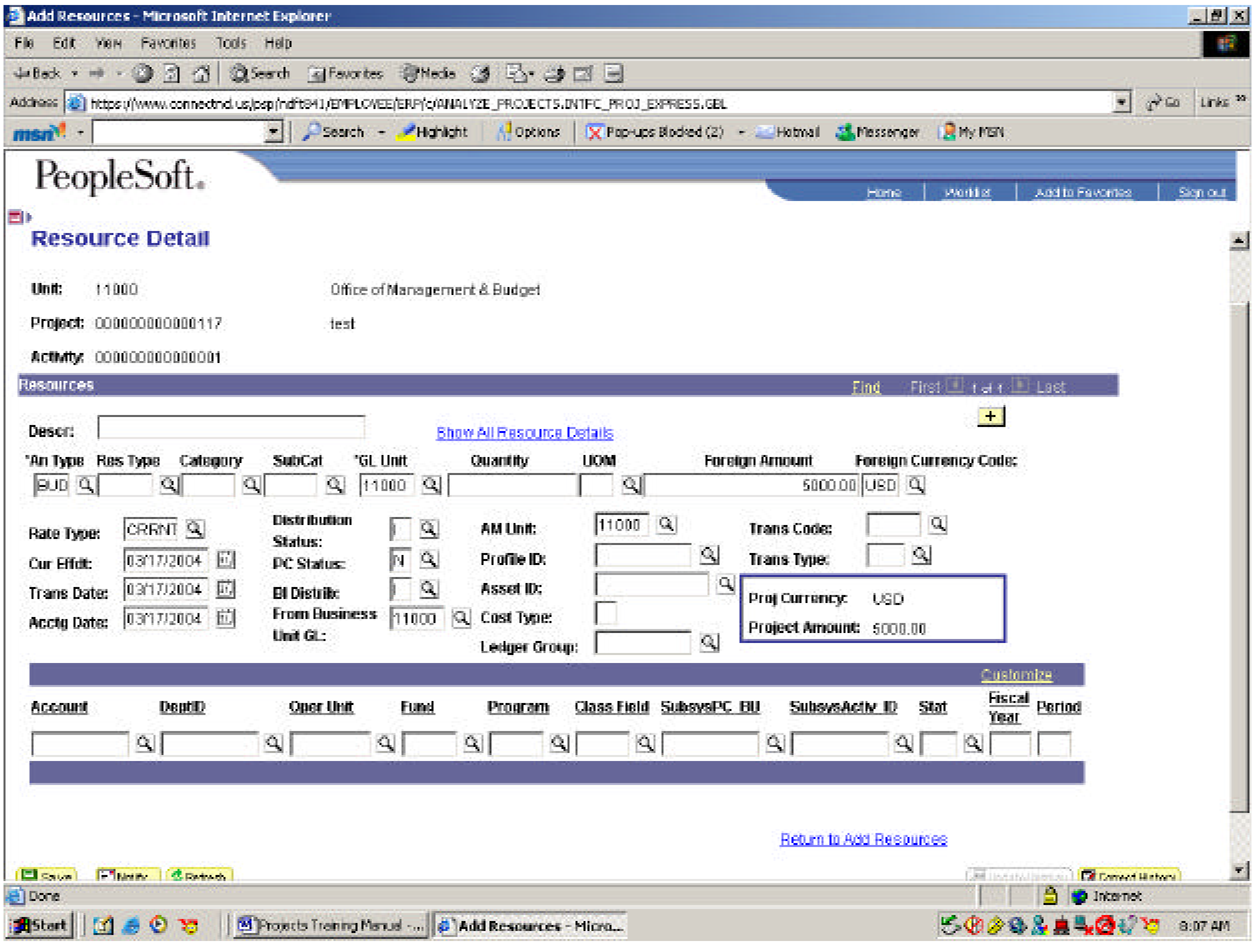
- If you want to enter multiple resources, Click the Add icon to add additional rows of resources. There will be a prompt allowing you to input how many rows you would like to input. Follow above steps to fill out fields for the resource appropriately.

- Treat each row the same, however different Analysis Types can be used on each row.

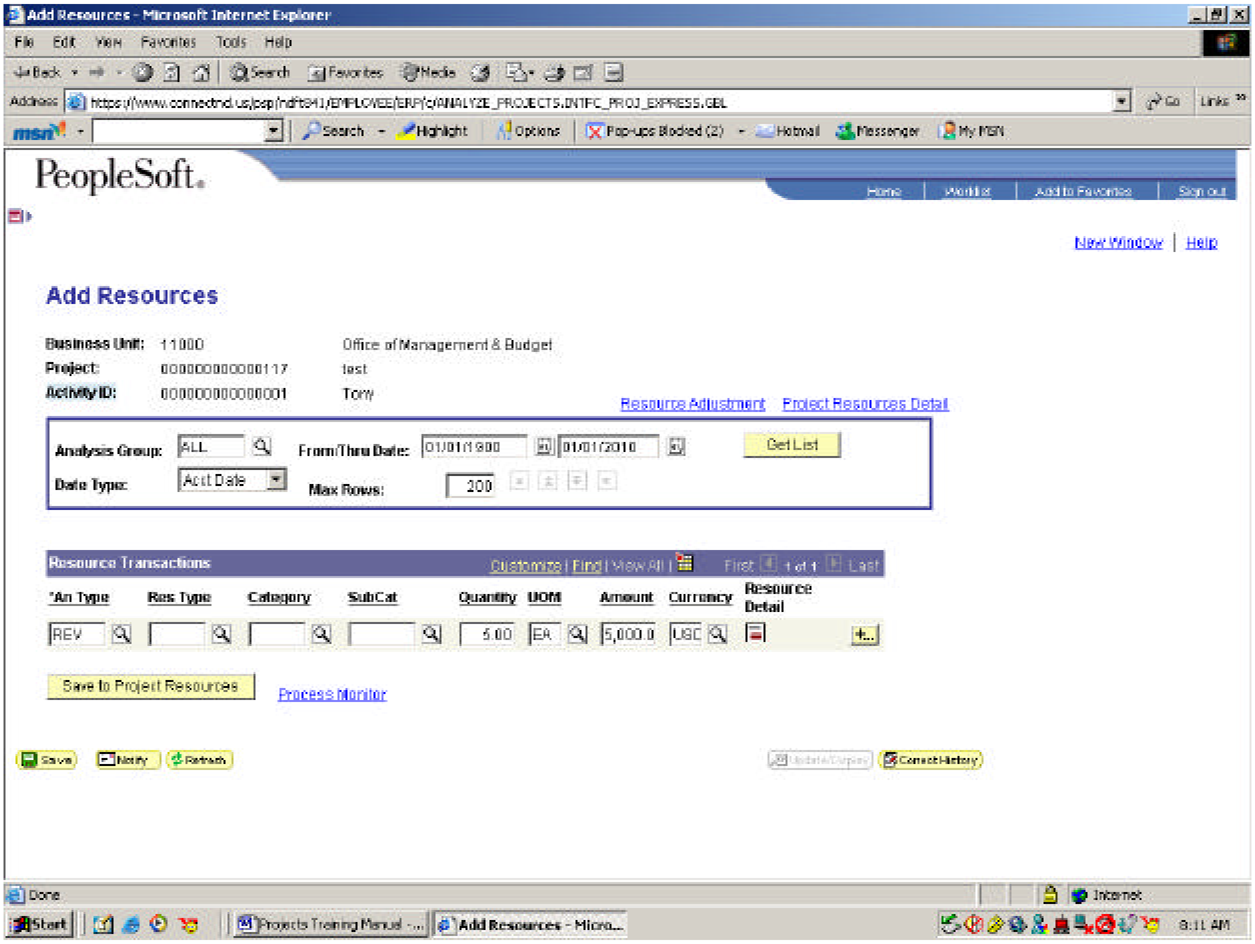


- Resource Type: Enter the appropriate Resource Type – if needed. Click on the magnifying glass icon to see a list of valid values.
- Resource Category: Enter the appropriate Resource Type – if needed. Click on the magnifying glass icon to see a list of valid values.
- Quantity: Enter the appropriate quantity – if needed.
- UOM: (Unit of Measure): Enter the appropriate UOM – if needed. Click on the magnifying glass icon to see a list of valid values.
- Amount: Enter the valid dollar amount.
- Currency: USD

- Resource Detail: Click on the Resource Detail icon to add additional information about the Resource including Chartfield distribution (Account, Fund, DeptID, Operating Unit, Class, etc.) You can also change the accounting date for the transaction.



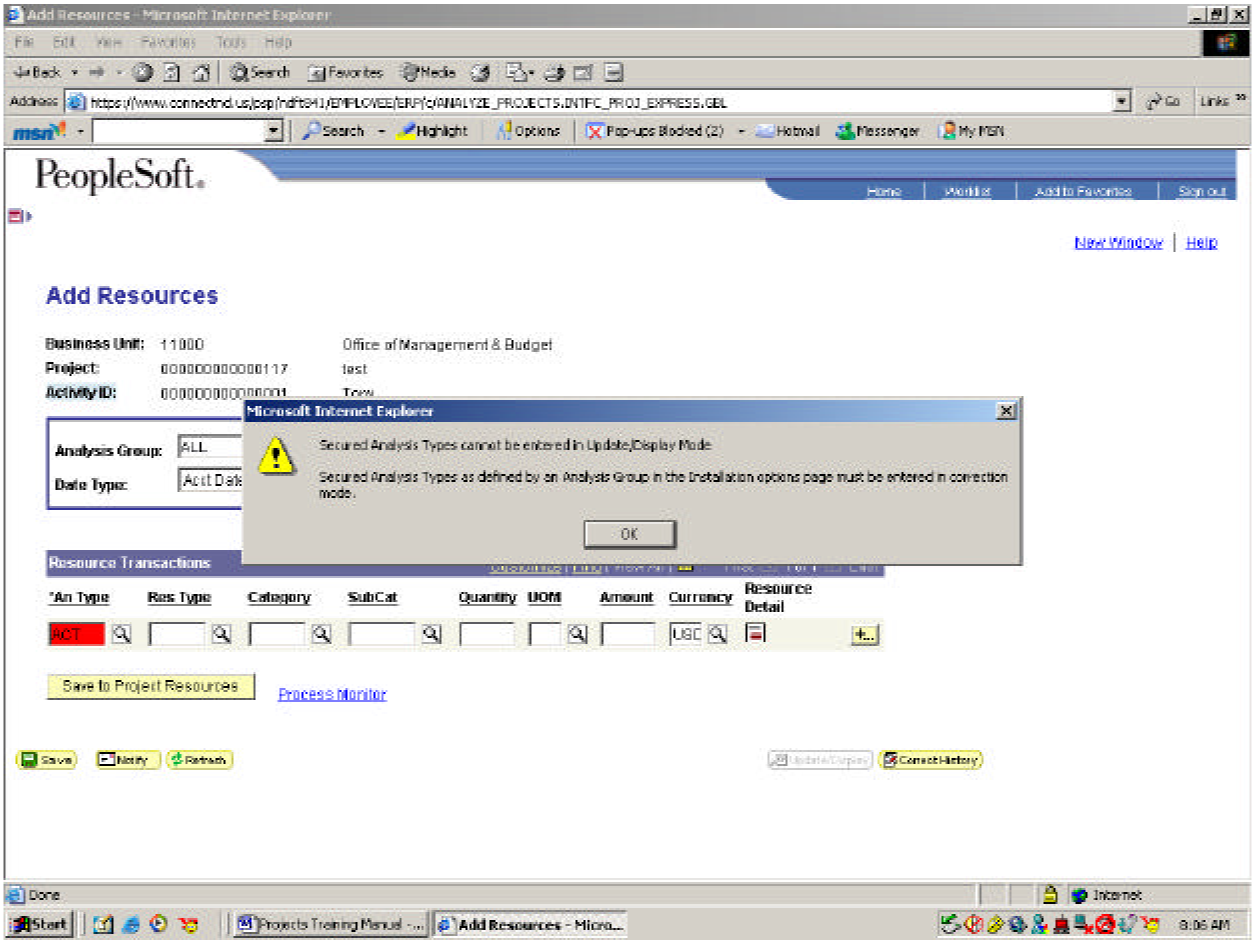
- Click on the Return to Add Resource hyperlink.



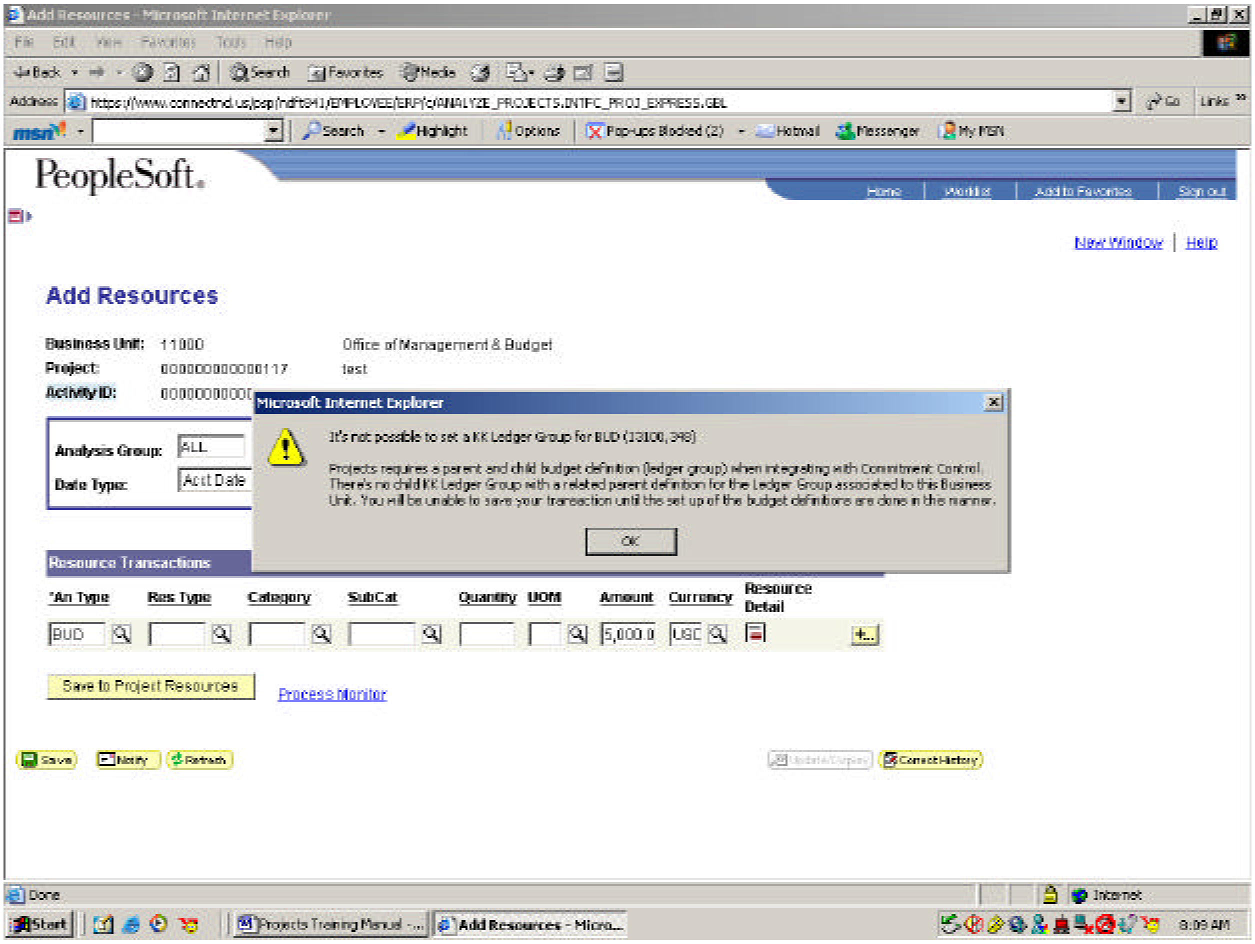
- Click Save to Project Resources before you click Save. If you do not, then the resource transaction will go to a staging table and you will need to run another process to finalize the transaction and send it to the PROJ_RESOURCE_TBL.

Note: You can navigate to the Process Monitor to view the status of the process, which was initiated when you clicked Save to Project Resources.

- 'ACT' is a secured analysis type and you must be in Correction mode to add it. You will receive an error message otherwise.



- You cannot add ‘BUD’ analysis type rows (budget) through this page due to commitment control. You will get an error message.

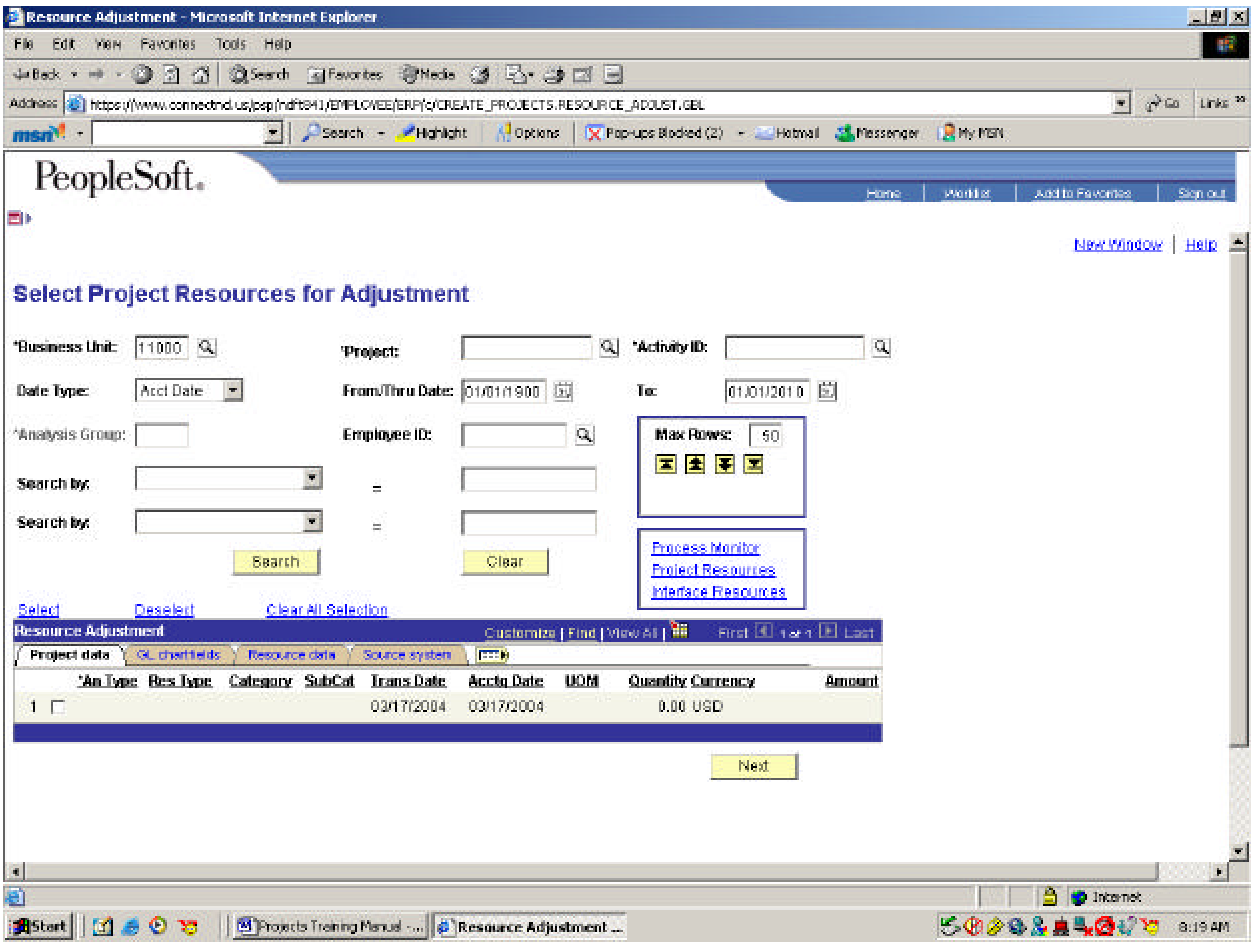


Adjusting Resource Transactions

- The Resource Adjustment function is used to make the following types of changes to resource rows:
- Corrections/changes to ChartField accounts for the value of the resource row, or a portion of the value of the resource row.
- Corrections/changes to the resource definition fields (i.e. Analysis Type, Resource Type, etc.)
- Adjustments to ChartFields create a reversing entry as well as a new entry, maintaining a complete audit trail of the transactions.
- Making resource adjustments is a "wizard" process that involves moving through several web pages.

Projects > Resources > Resource Adjustment

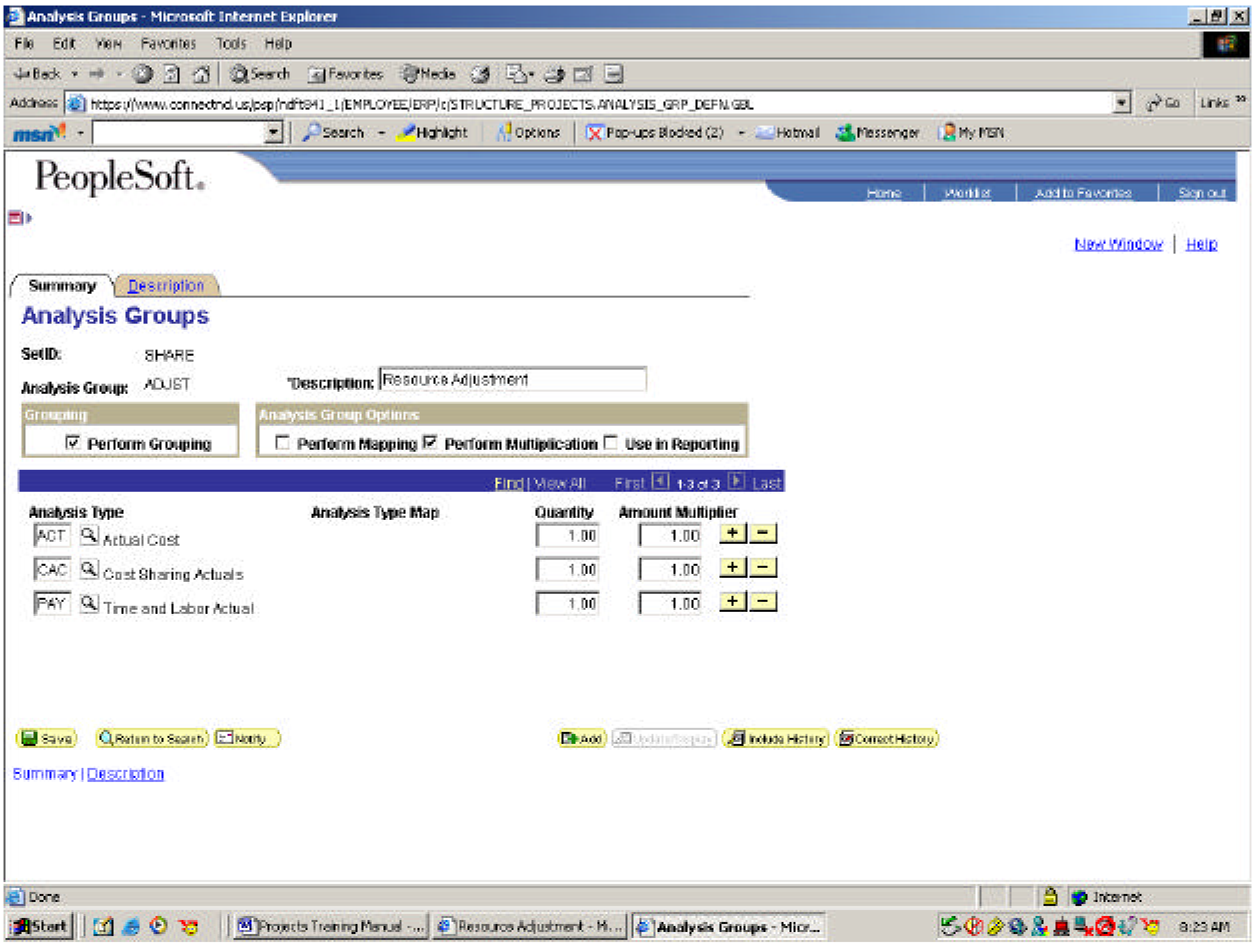
Note: Resources can be adjusted through either the Resources component, or through the Project General, Activities hyperlink

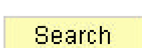


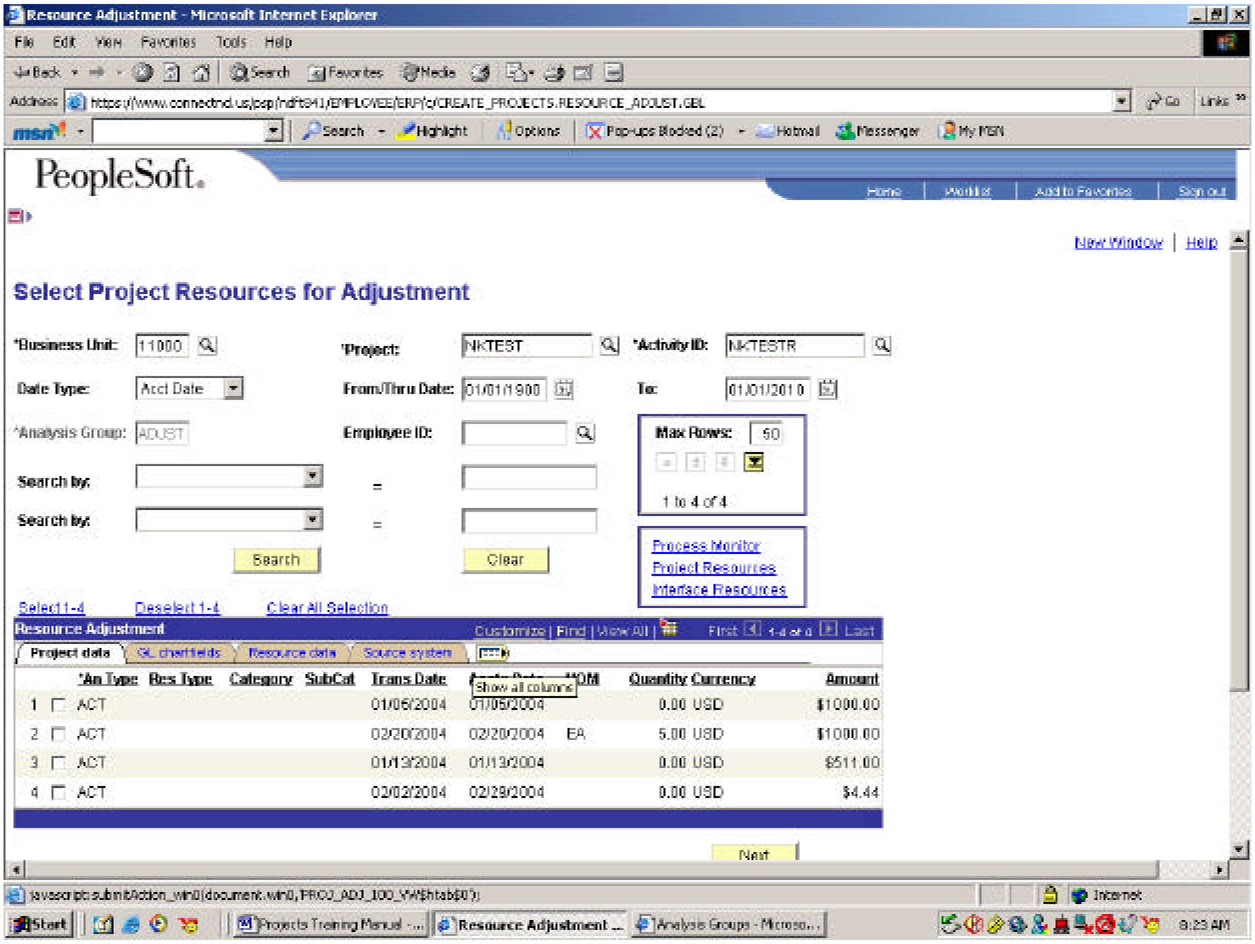
- Business Unit: Enter Projects Business Unit. Click on the magnifying glass icon to see a list of valid values.
- Project: Select the appropriate Project ID. Click on the magnifying glass icon to see a list of valid values.
- Activity ID: Select the appropriate Activity ID. Click on the magnifying glass icon to see a list of valid values.
- Date Type: Acct Date

- From / Thru Date: Will default from your user preferences, change if necessary.

- Analysis Group: ADJST. Will default in. Only Analysis Types in this Analysis Group will be able to be adjusted.



- Click .

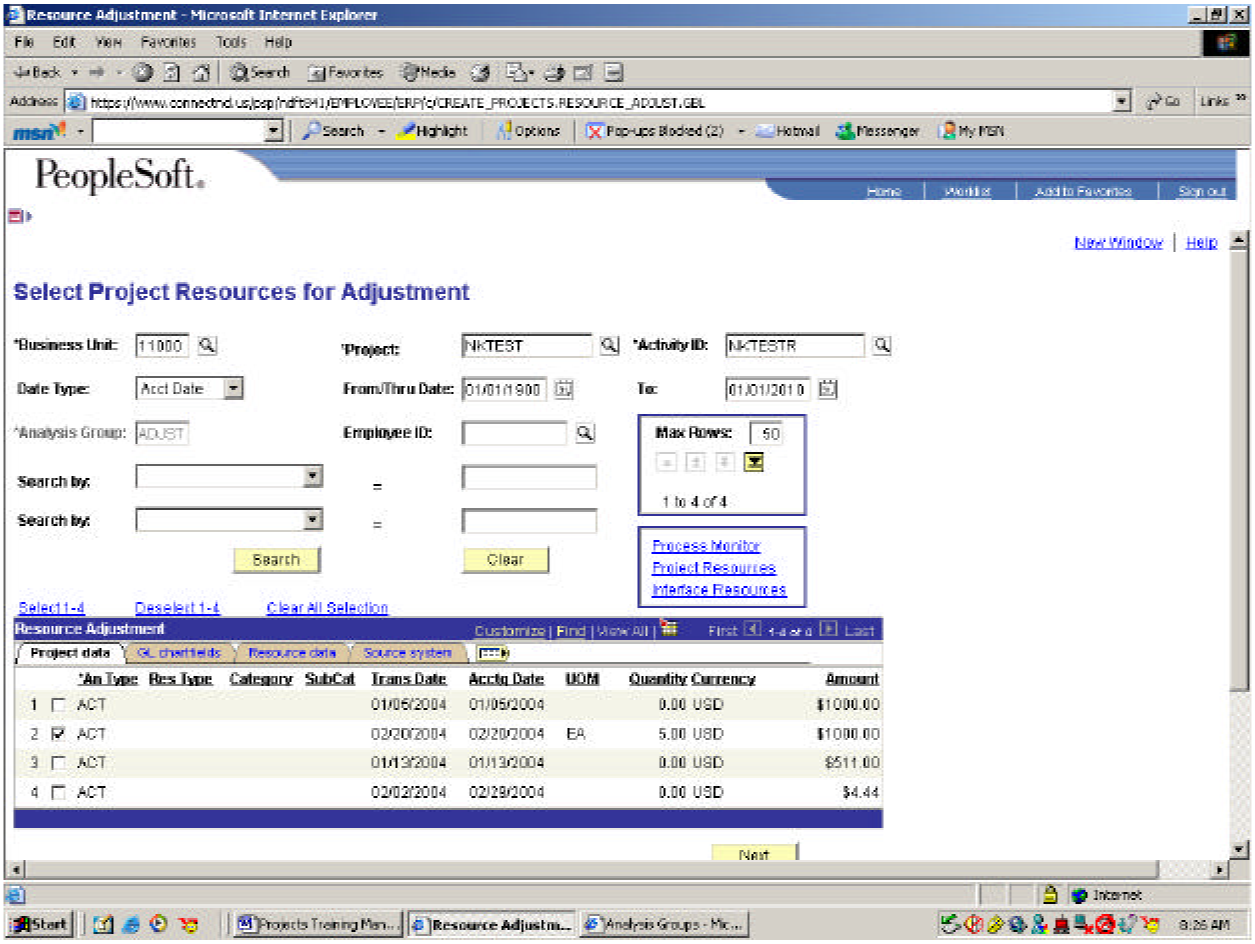


- Click Clear to enter the search criteria from the beginning.

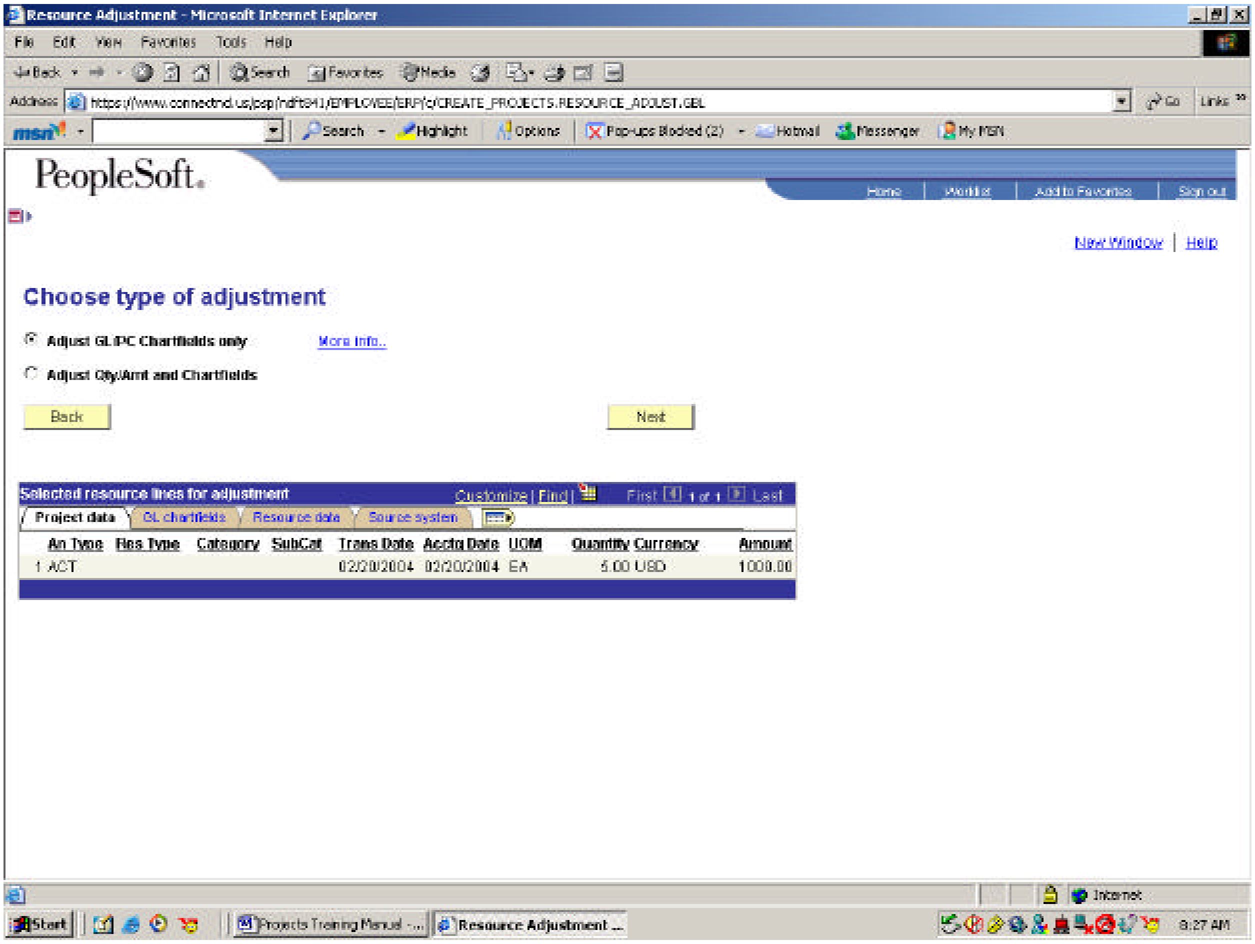
- Check the transactions to be adjusted.

- If adjustments are being made only to ChartFields, multiple transactions can be selected and grouped together to automate the process, providing all transactions in the group have the same target account.

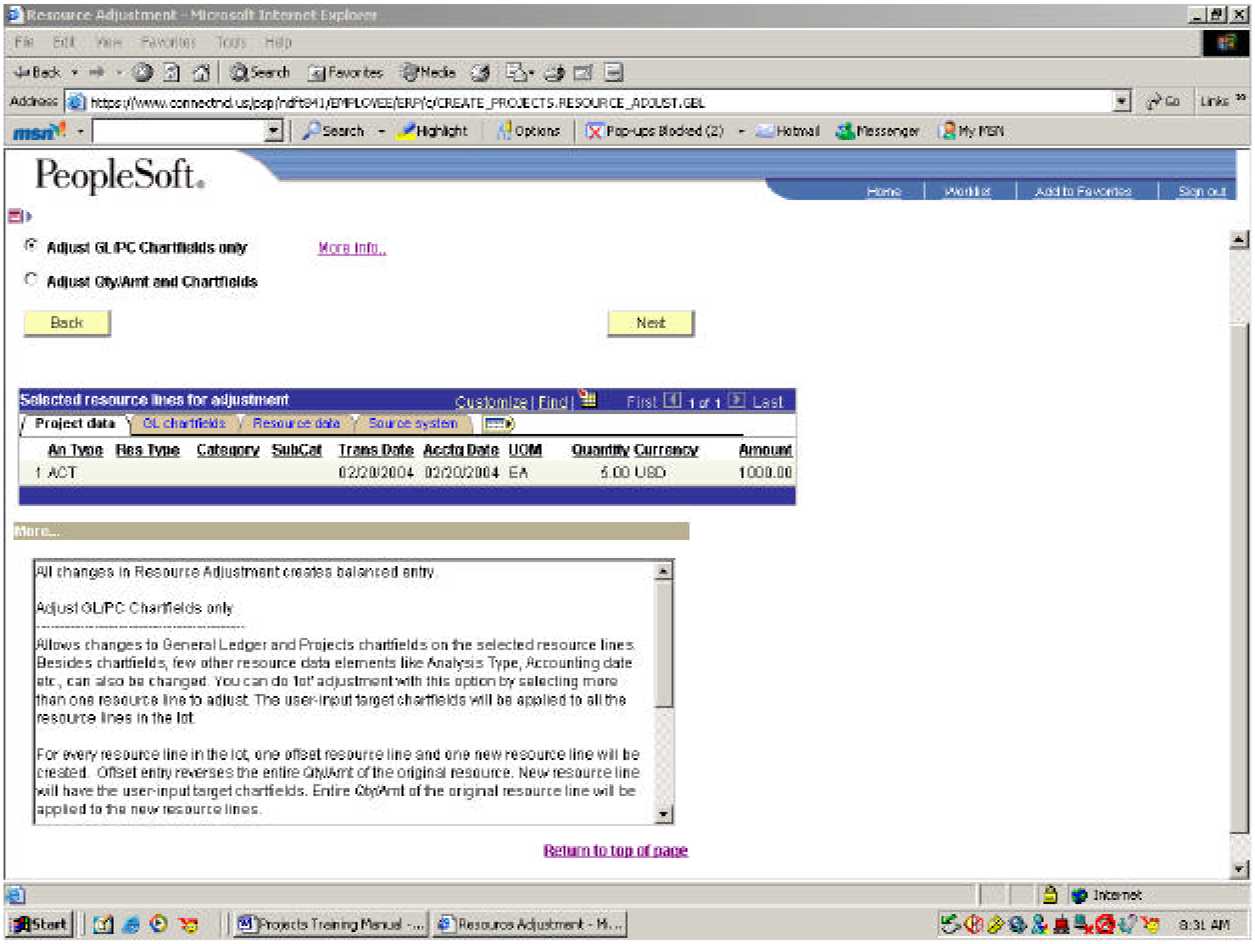
- To make adjustments to monetary or quantity values, select only one transaction.



- Click Next.
- Choose the type of adjustment to be made to the resource transactions.



- To view further information on the types of adjustments, click the More info link to open a Help window.



Adjust GL/PC Chartfields only

Allows changes to General Ledger and Projects chartfields on the selected resource lines. Besides chartfields, few other resource data elements like Analysis Type, Accounting date etc., can also be changed. You can do 'lot' adjustment with this option by selecting more than one resource line to adjust. The user-input target chartfields will be applied to all the resource lines in the lot.

For every resource line in the lot, one offset resource line and one new resource line will be created. Offset entry reverses the entire Qty/Amt of the original resource. New resource line will have the user-input target chartfields. Entire Qty/Amt of the original resource line will be applied to the new resource lines.

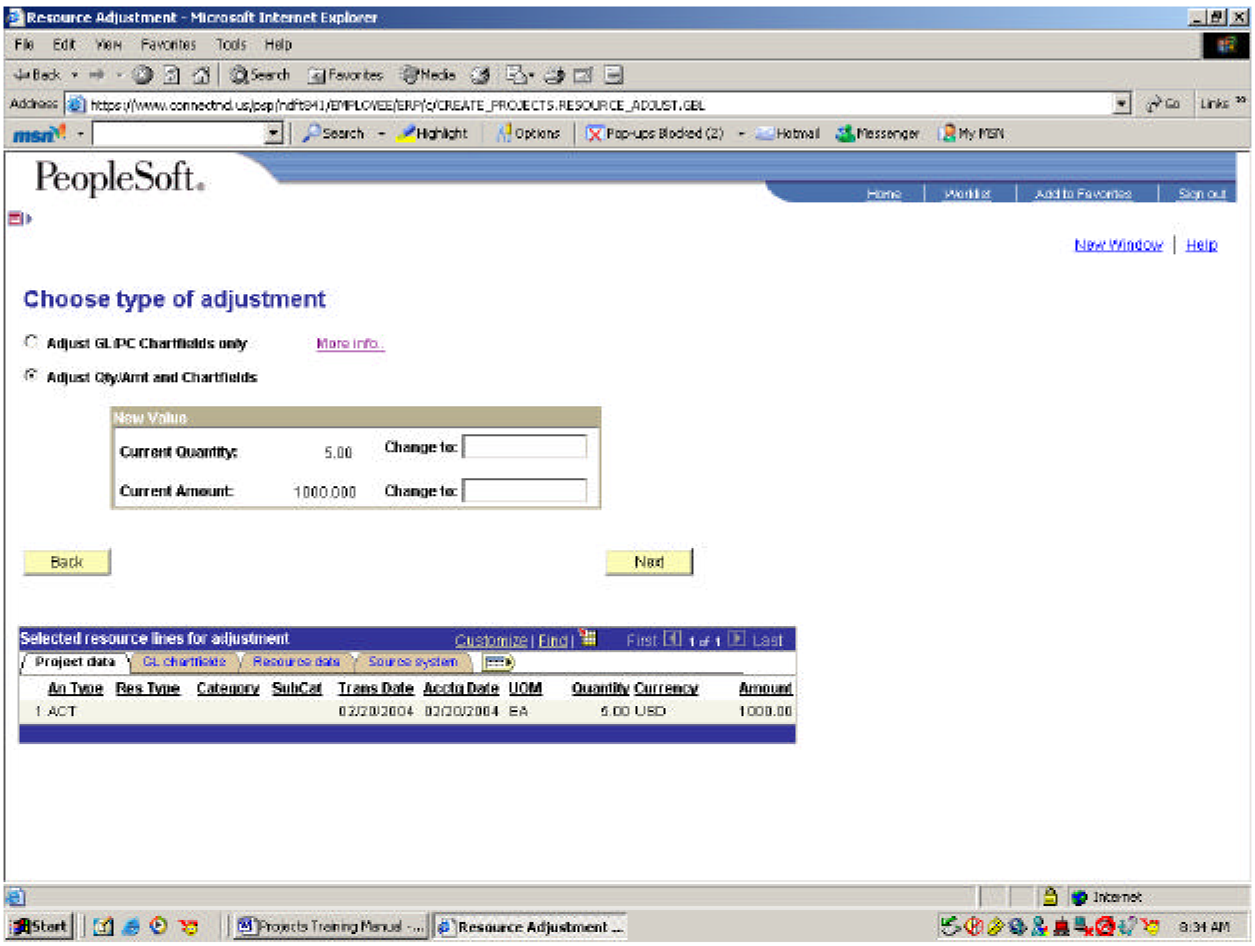
Adjust Qty/Amt and Chartfields

Allows changes to GL/PC chartfields (and few other resource data elements like Analysis Type, Accounting Date) and Quantity/Amount. This option allows adjustments to one resource line at a time.

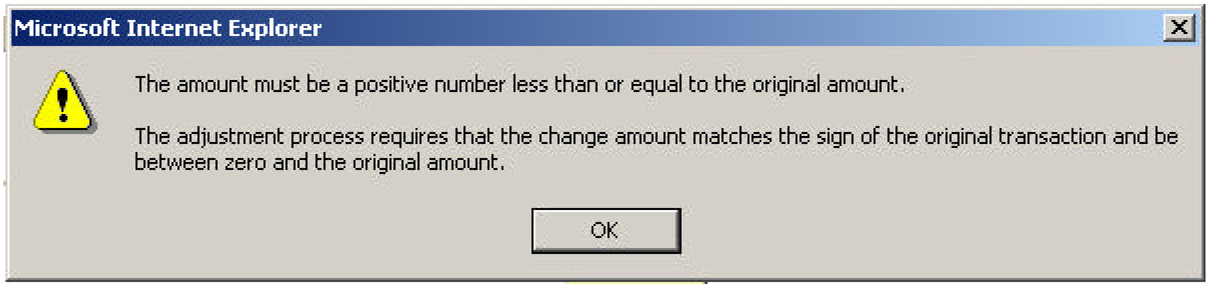
Creates one offset resource line, reversing only by the user-input Qty/Amt. If a partial adjustment to Qty/Amt is made, the balance Qty/Amt will be assigned to the user-input target chartfields. Besides the offset, one new resource line will be created with the user-input target chartfields and the balance Qty/Amt.

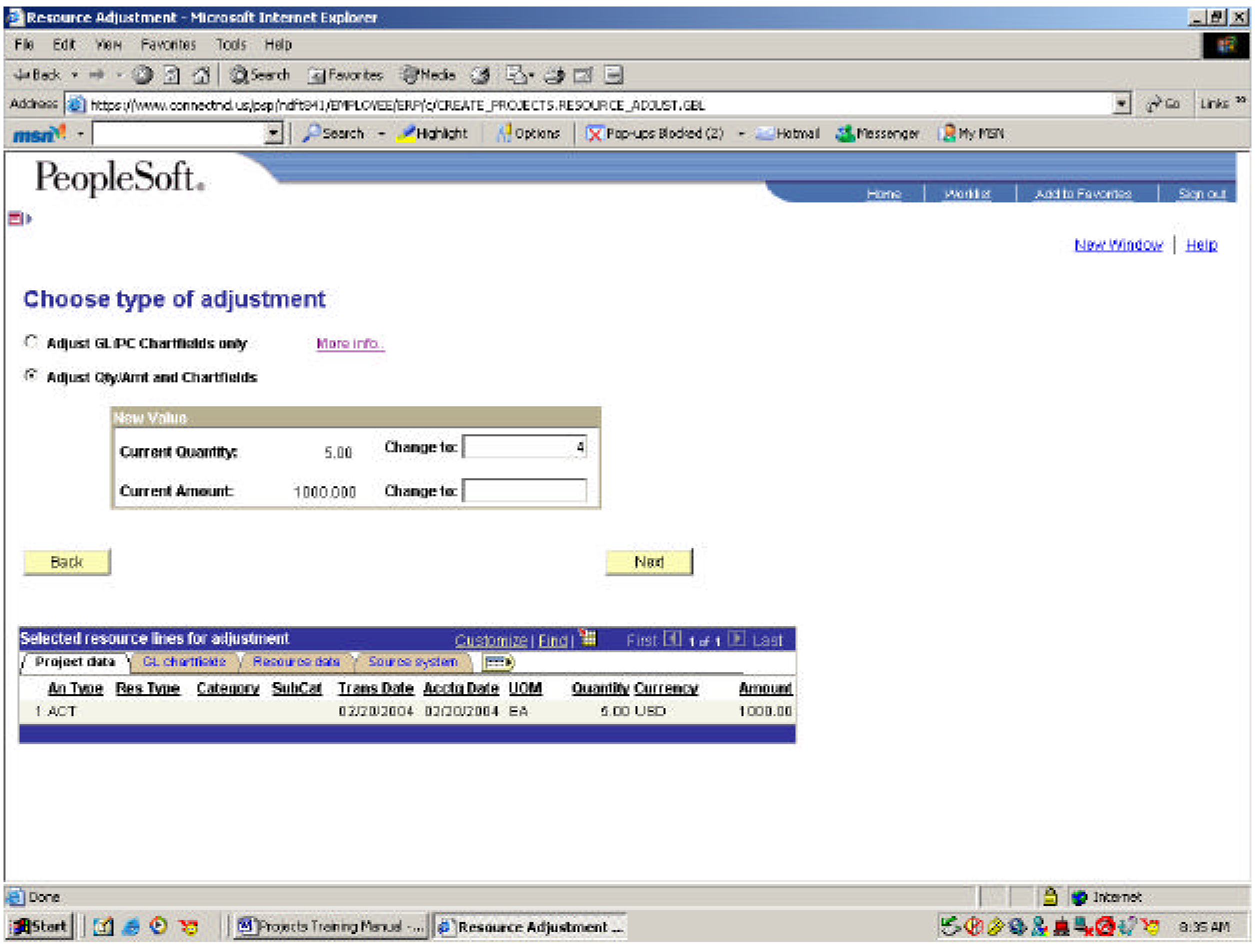
To adjust resource transactions of Quantity/Amount and ChartFields

- Select Adjust Qty/Amt and ChartFields.

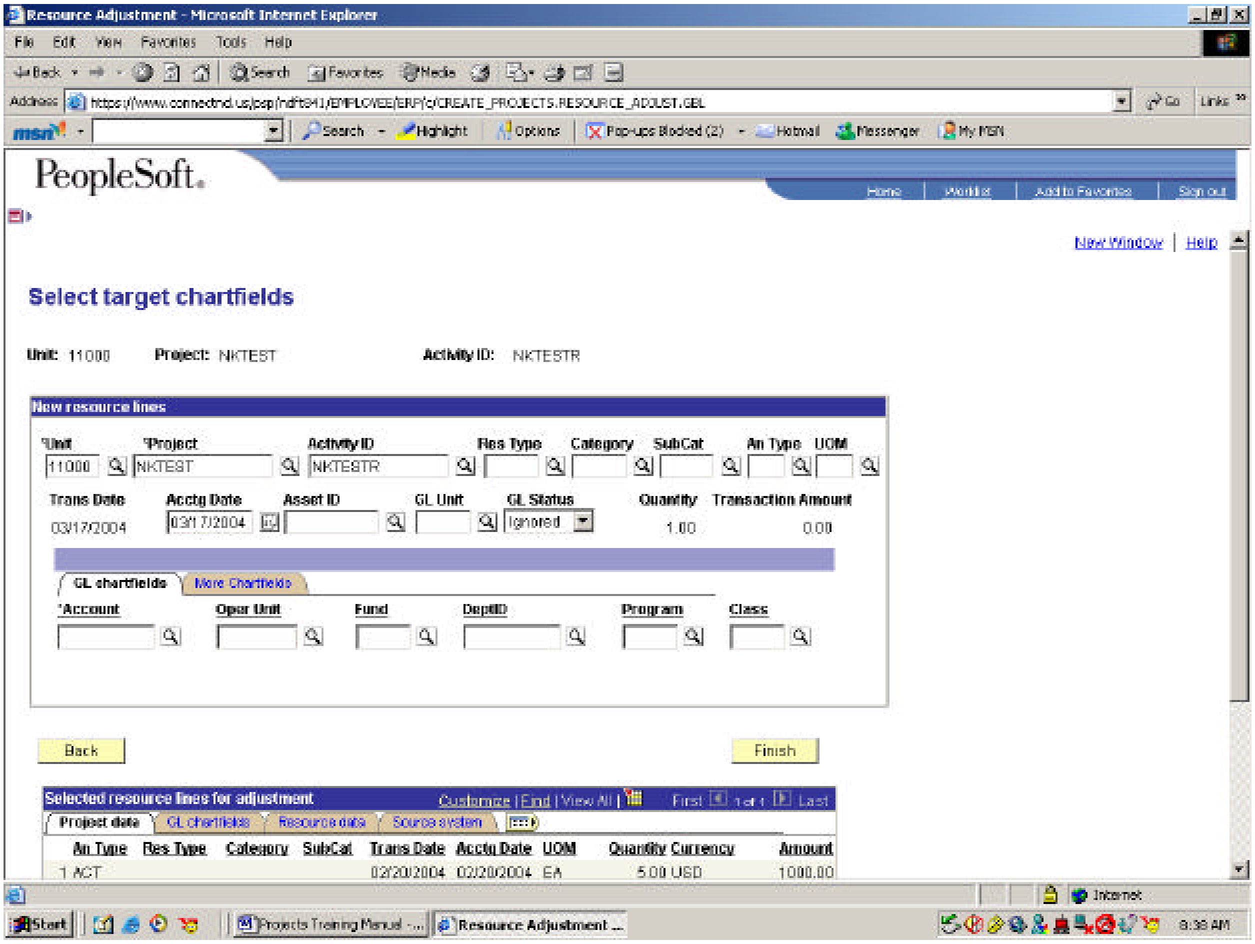


- Change the quantity or amount by entering it into the New Value box.

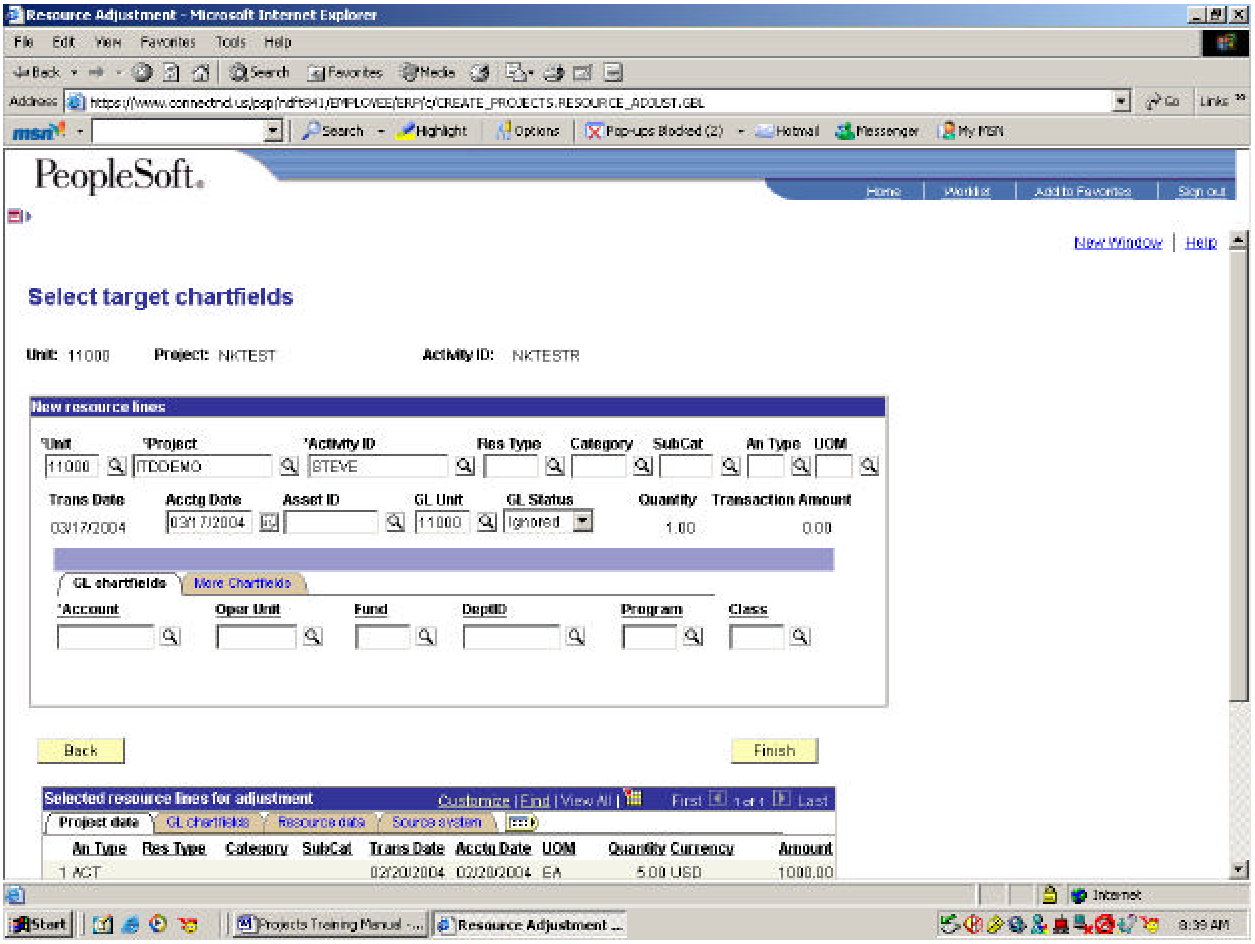

Microsoft Internet Explorer
The amount must be a positive number less than or equal to the original amount.
The adjustment process requires that the change amount matches the sign of the original transaction and be between zero and the original amount.
OK


Resource Adjustment - Microsoft Internet Explorer
PeopleSoft.
Choose type of adjustment
Adjust GL/PC Chartfields only
More info..
Adjust Qty/Amt and Chartfields
New Value
Current Quantity: 5.00
Change to: 4
Current Amount: 1000.000
Change to:
Back
Next
Selected resource lines for adjustment
Project data
GL chartfields
Resource data
Source system
An Type Res Type Category SubCat Trans Date Acctg Date UOM Quantity Currency Amount
1 ACT 02/20/2004 02/20/2004 EA 5.00 USD 1000.00

- Click Next.



- Under the section entitled New resource lines, enter a new Project and Activity.

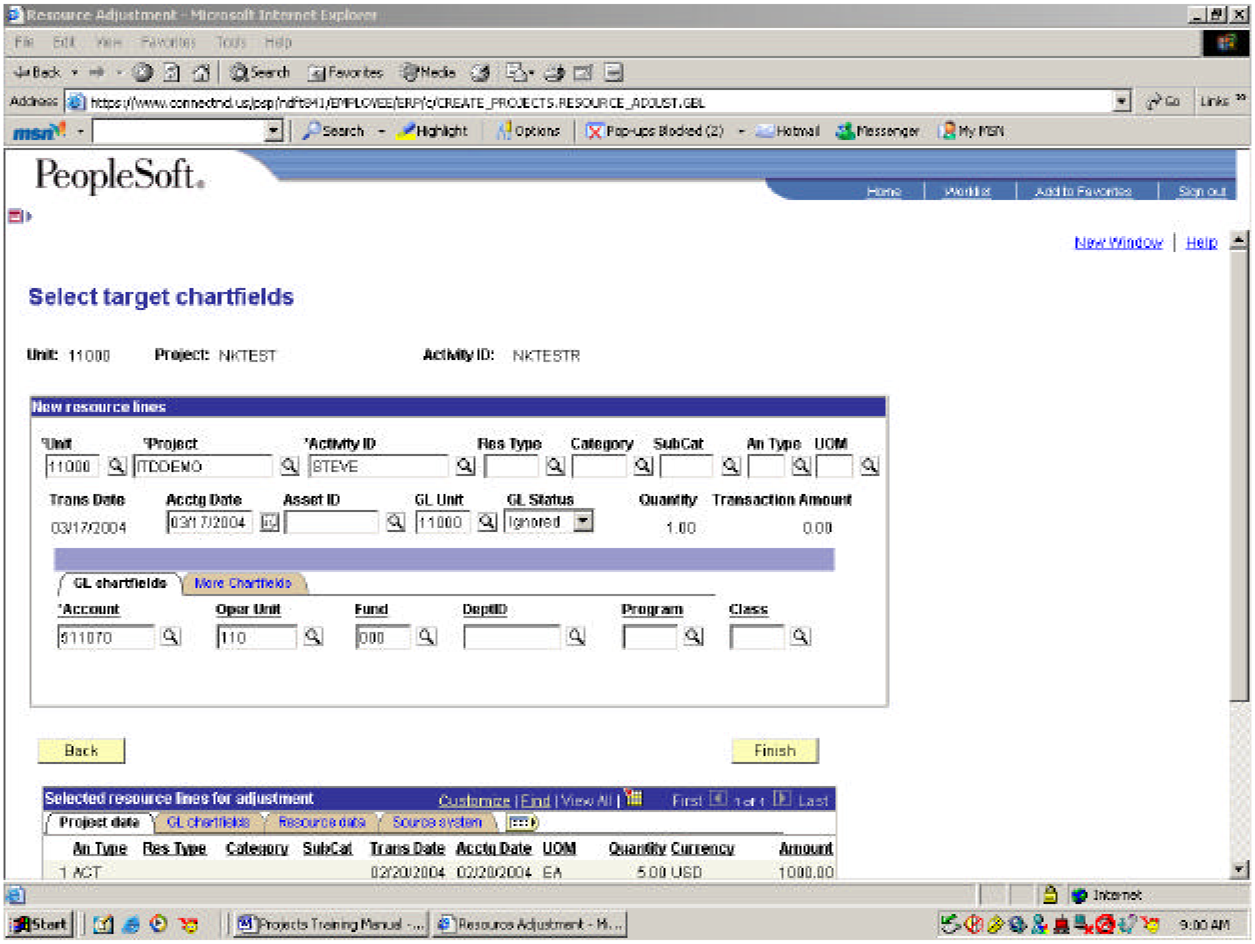


- Under the New Resource Lines section, enter info on the GL ChartFields tab.

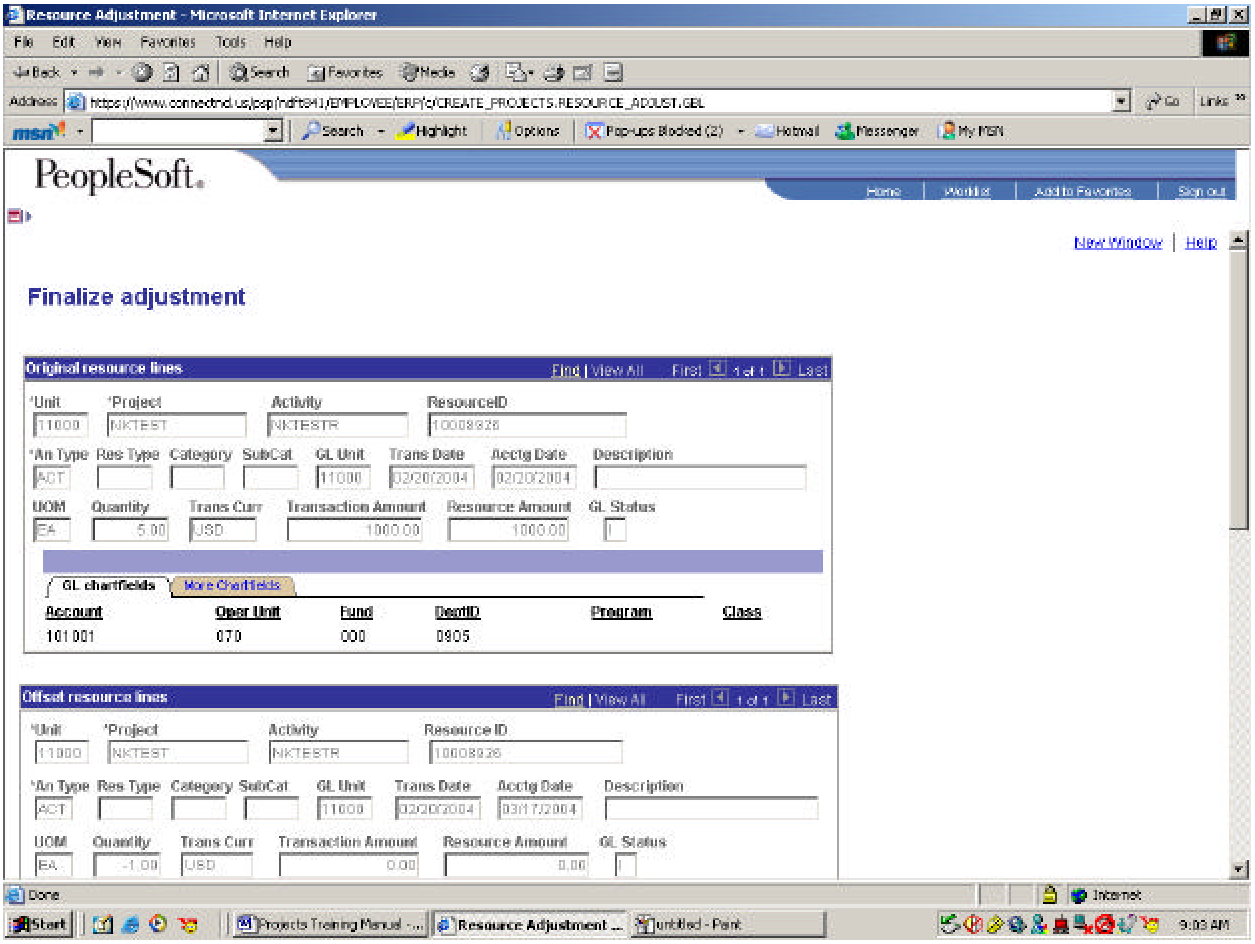
- Change one or more chartfields in the resource line.

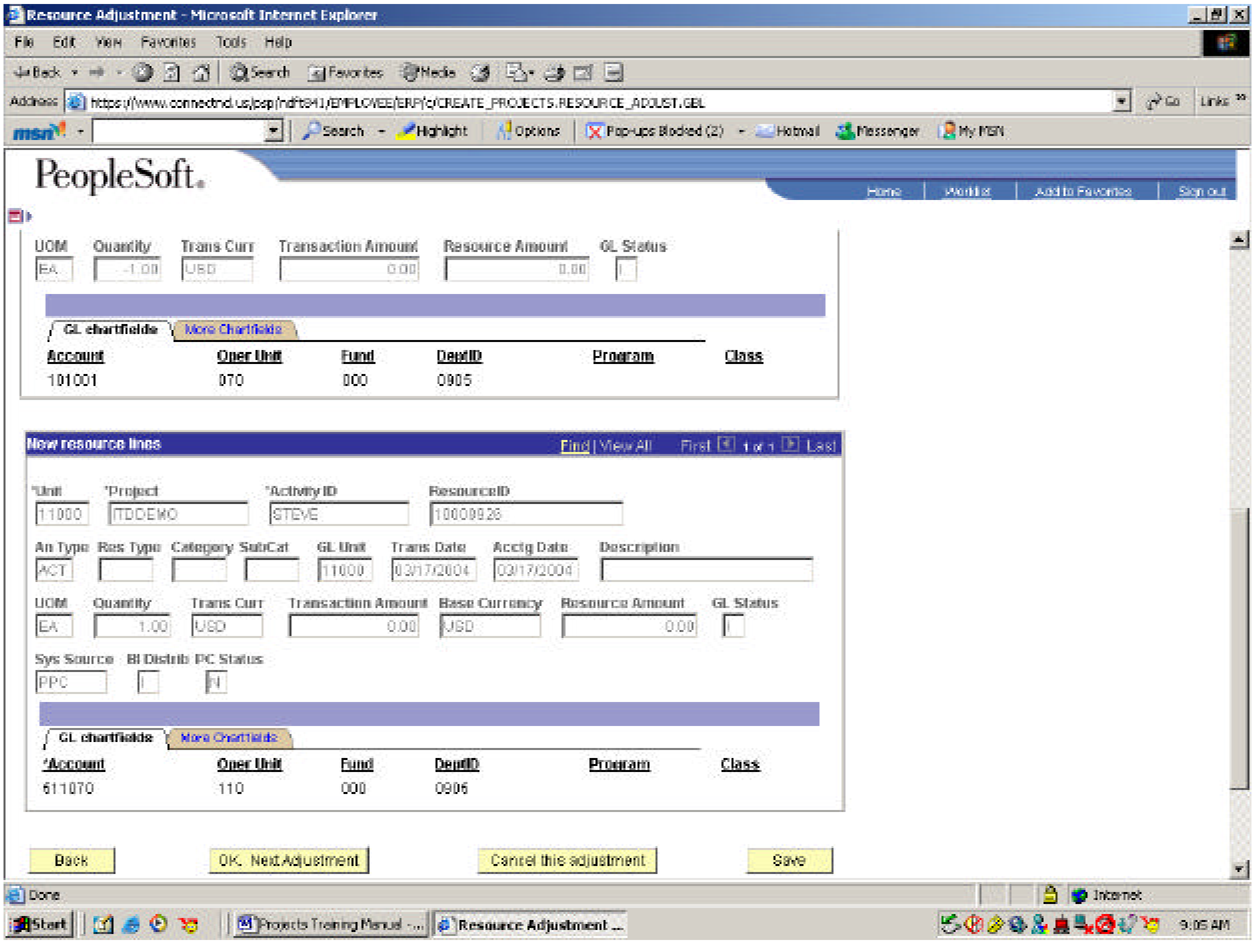
- You must enter a value in the GL Account field.

- If left blank on the New Resource Line, all other fields will retain their original values (displayed at the bottom of the page).

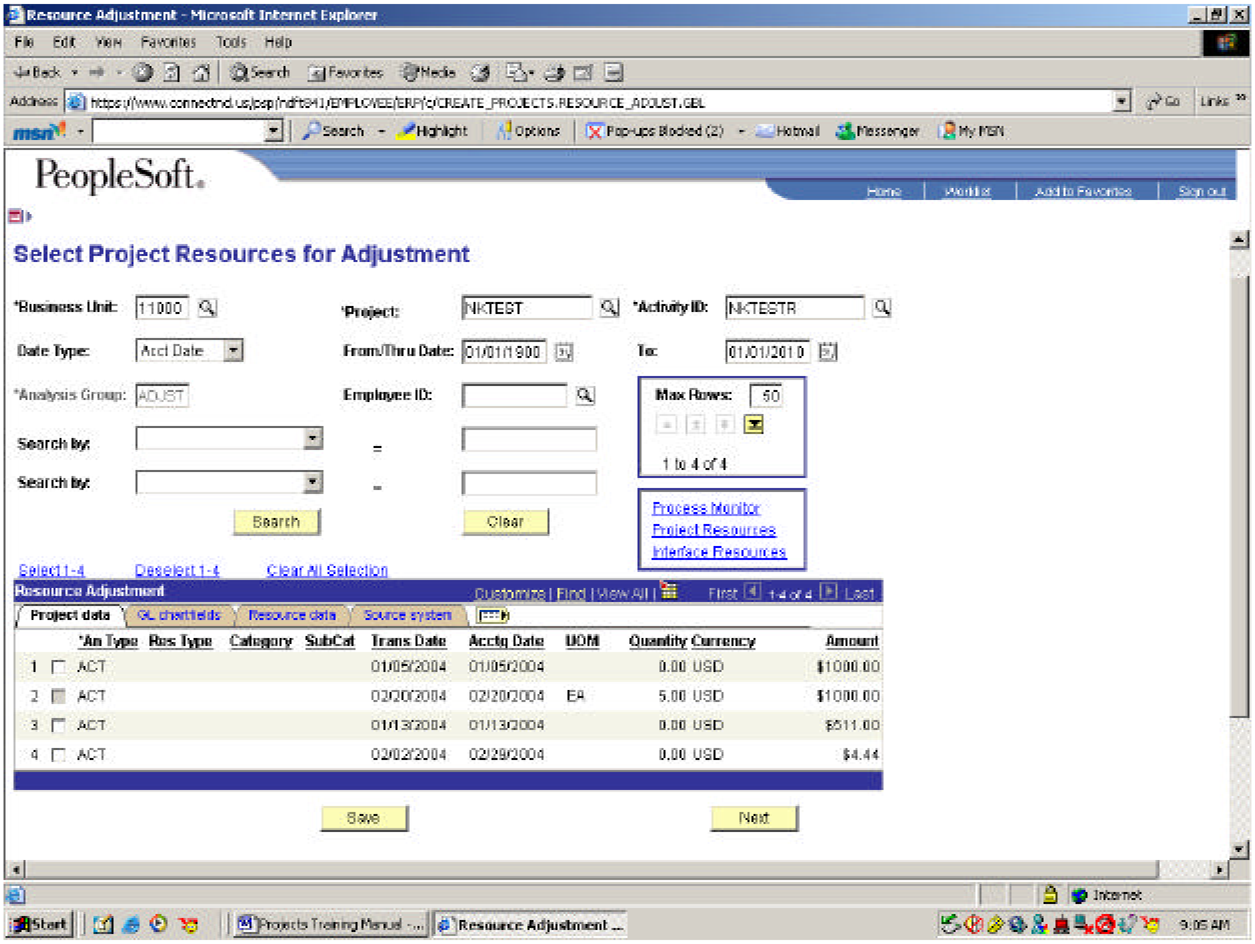


- Click Finish.

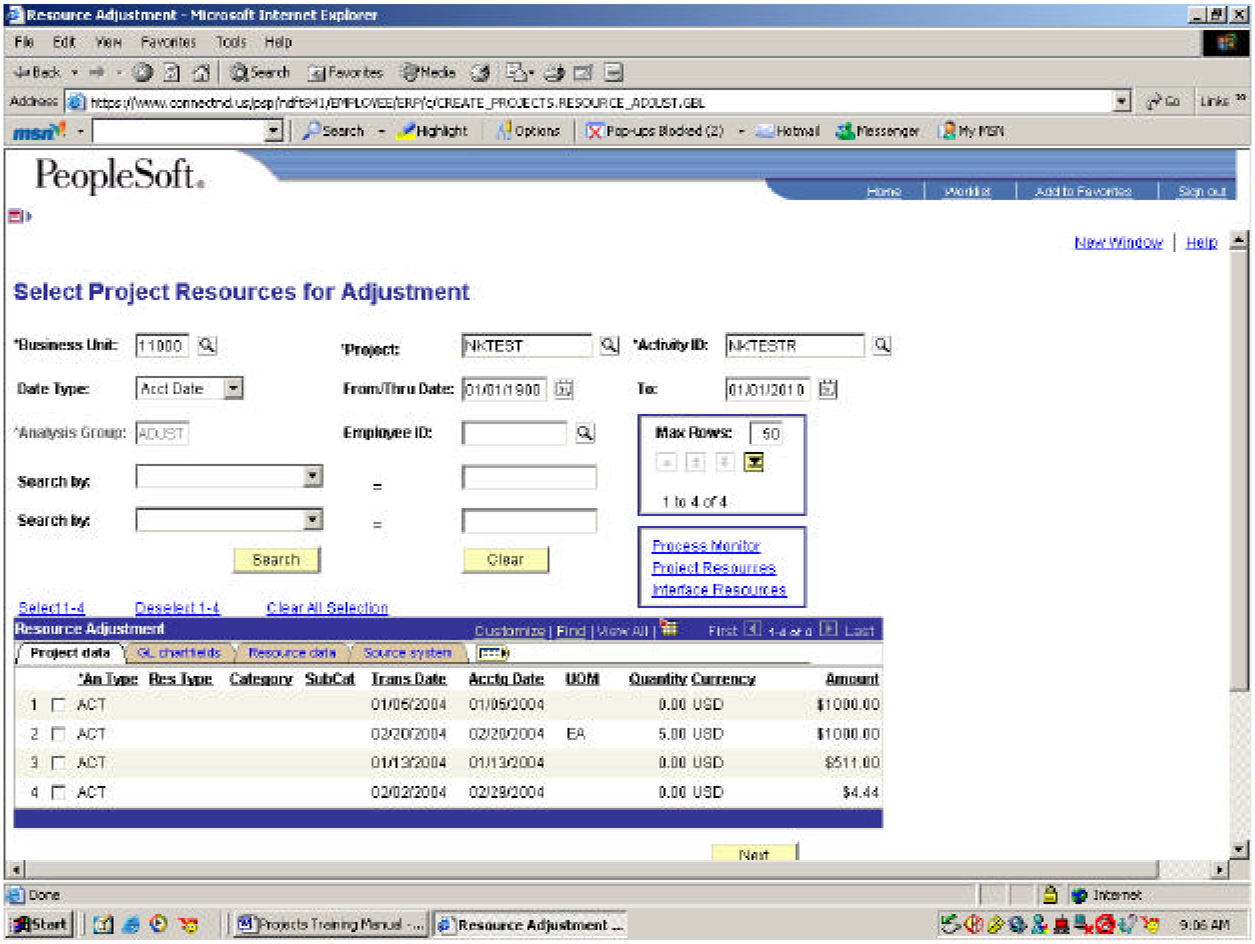

Resource Adjustment - Microsoft Internet Explorer
PeopleSoft.
Home | Worklist | Add to Favorites | Sign out
New Window | Help
Finalize adjustment
Original resource lines
Find | View All First 1 of 1 Last
*Unit *Project Activity ResourceID
11000 NKTEST NKTESTR 10008926
*An Type Res Type Category SubCat GL Unit Trans Date Acctg Date Description
ACT 11000 02/20/2004 02/20/2004
UOM Quantity Trans Curr Transaction Amount Resource Amount GL Status
EA 5.00 USD 1000.00 1000.00 I
GL chartfields More Chartfields
Account Oper Unit Fund DeptID Program Class
101001 070 000 0905
Offset resource lines
Find | View All First 1 of 1 Last
*Unit *Project Activity Resource ID
11000 NKTEST NKTESTR 10008926
*An Type Res Type Category SubCat GL Unit Trans Date Acctg Date Description
ACT 11000 02/20/2004 03/17/2004
UOM Quantity Trans Curr Transaction Amount Resource Amount GL Status
EA -1.00 USD 0.00 0.00 I
Done
Internet



- Review the adjustments on the Finalize Adjustment page.
- Back : At any point, click the Back button to return to the previous page.
- OK. Next Adjustment: To accept the changes and return to the Select Project Resources for Adjustment page.



- Cancel this adjustment: To reject the changes and return to the Select Project Resources for Adjustment page.

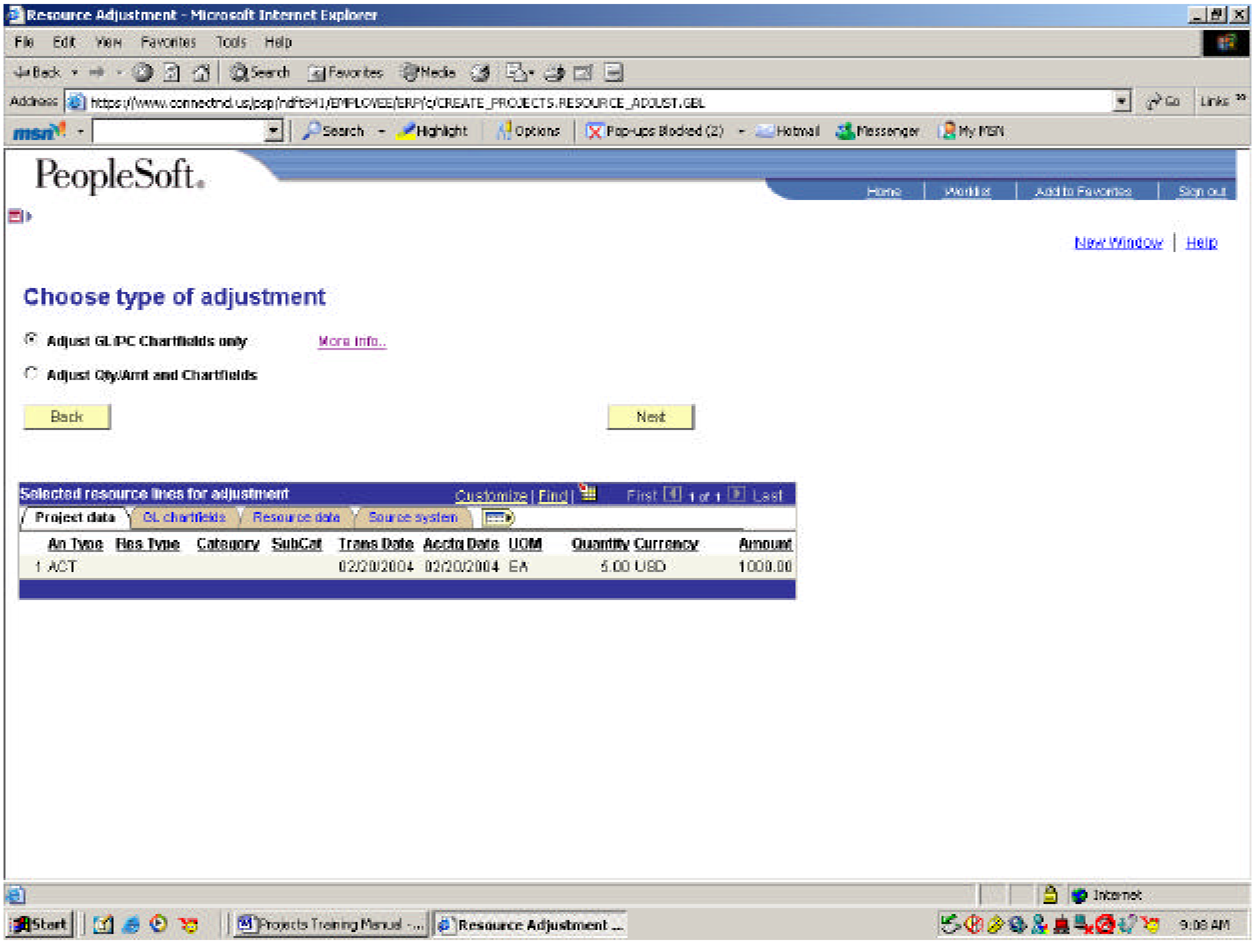


- You must click 

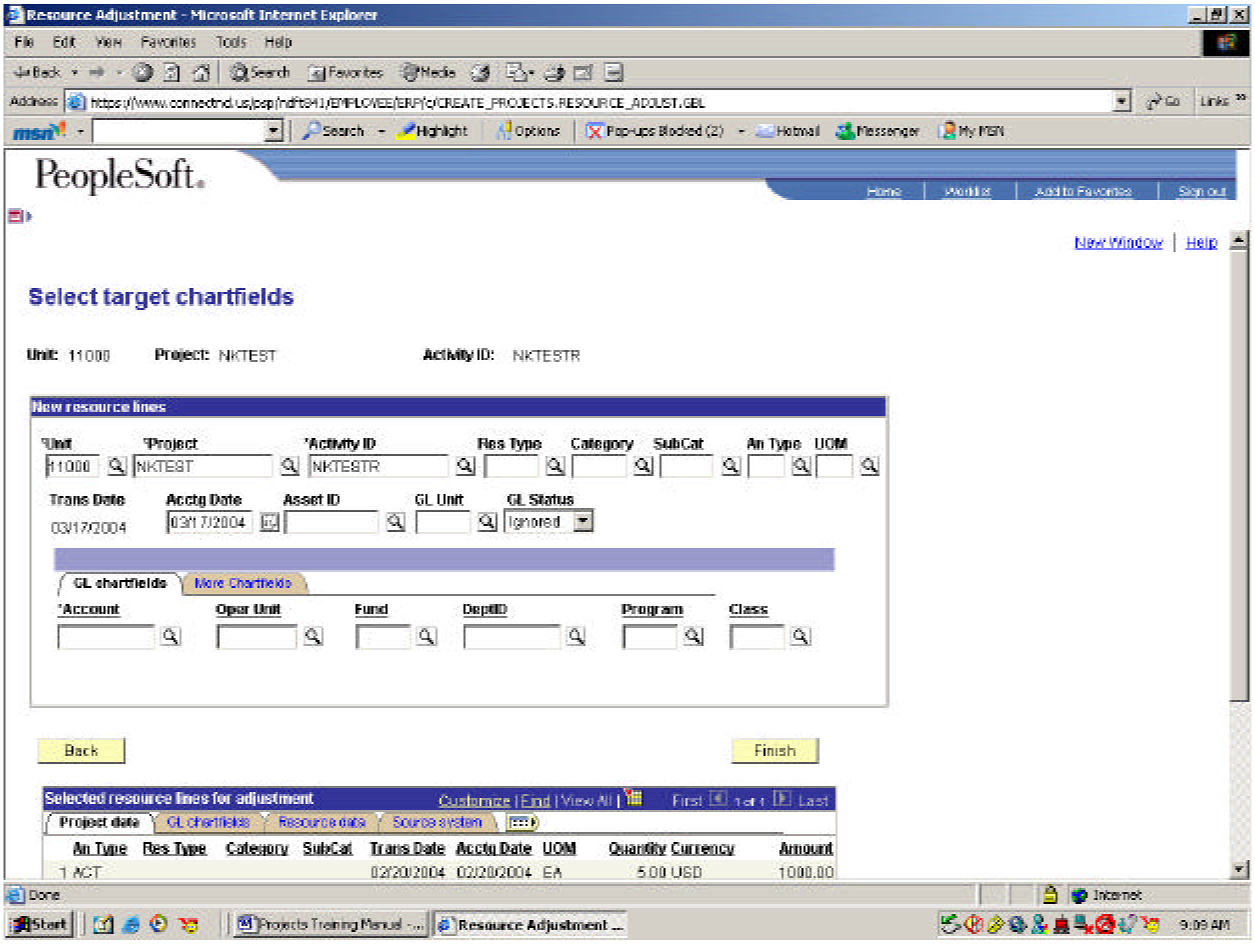
on either the Finalize Adjustment page or the Select Project Resources for Adjustment page to save the changes to the database.

- Upon saving, adjustments to monetary values will be budget checked if Commitment Control is active.

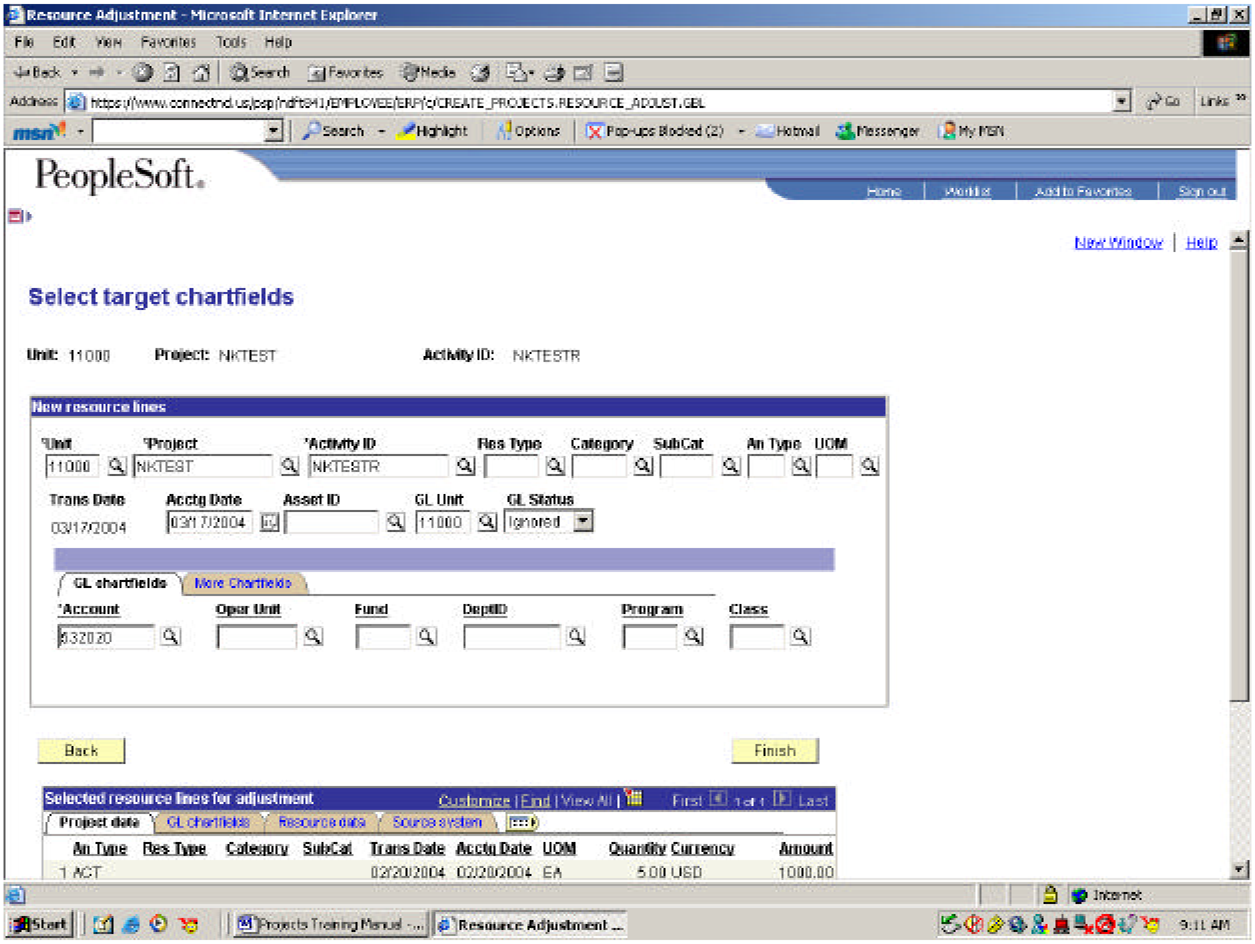
To Adjust Resource Transactions for GL/PC ChartFields Only



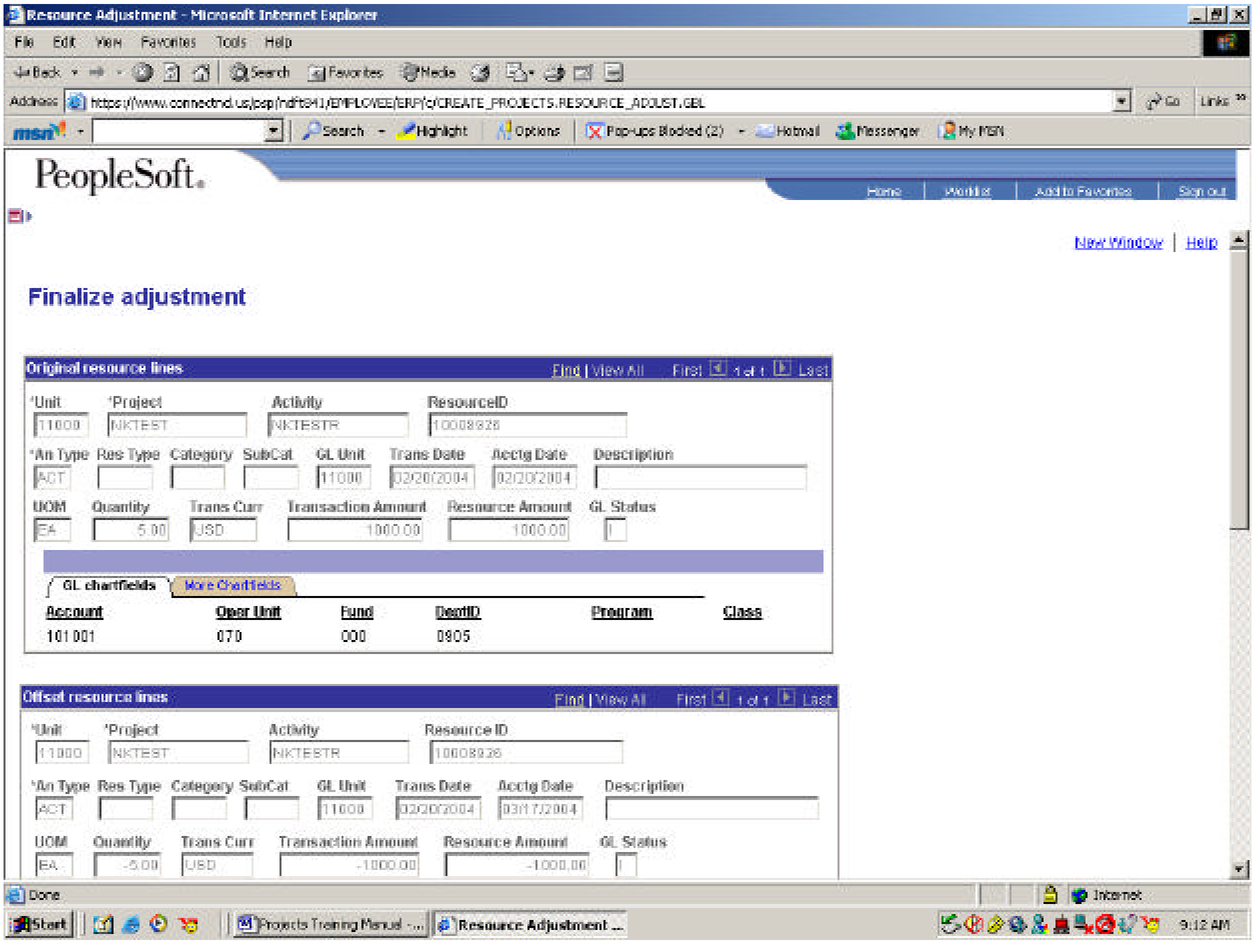
- From the Choose Type of Adjustment page, select Adjust GL/PC ChartFields only.
- Click Next.

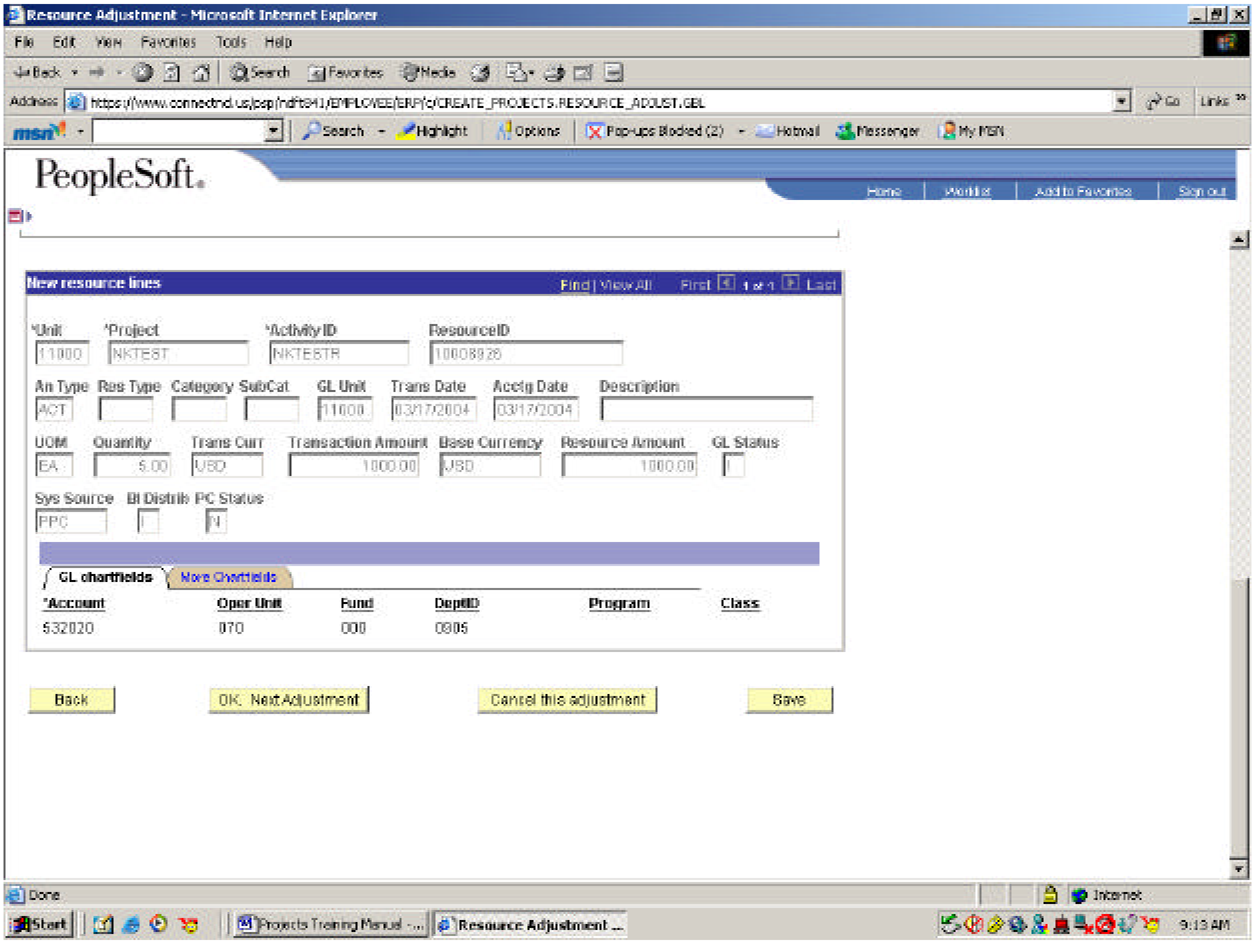


- Under the New Resource Lines section, enter info on the GL ChartFields tab.
- Change one or more chartfields in the resource line.
- You must enter a value in the GL Account field.
- If left blank on the New Resource Line, all other fields will retain their original values (displayed at the bottom of the page).


Resource Adjustment - Microsoft Internet Explorer
PeopleSoft.
Home | Worklist | Add to Favorites | Sign out
New Window | Help
Select target chartfields
Unit: 11000 Project: NKTEST Activity ID: NKTESTR
New resource lines
*Unit *Project *Activity ID Res Type Category SubCat An Type UOM
11000 NKTEST NKTESTR
Trans Date Acctg Date Asset ID GL Unit GL Status
03/17/2004 03/17/2004 11000 Ignored
GL chartfields More Chartfields
*Account Oper Unit Fund DeptID Program Class
432020
Back
Finish
Selected resource lines for adjustment
Customize | Find | View All | First 1 of 1 Last
Project data GL chartfields Resource data Source system
An Type Res Type Category SubCat Trans Date Acctg Date UOM Quantity Currency Amount
1 ACT 02/20/2004 02/20/2004 EA 5.00 USD 1000.00

- Click .
Finish


Resource Adjustment - Microsoft Internet Explorer
PeopleSoft.
Home | Worklist | Add to Favorites | Sign out
New Window | Help
Finalize adjustment
Original resource lines
Find | View All First 1 of 1 Last
*Unit *Project Activity ResourceID
11000 NKTEST NKTESTR 10008926
*An Type Res Type Category SubCat GL Unit Trans Date Acctg Date Description
ACT 11000 02/20/2004 02/20/2004
UOM Quantity Trans Curr Transaction Amount Resource Amount GL Status
EA 5.00 USD 1000.00 1000.00 I
GL chartfields More Chartfields
Account Oper Unit Fund DeptID Program Class
101001 070 000 0905
Offset resource lines
Find | View All First 1 of 1 Last
*Unit *Project Activity Resource ID
11000 NKTEST NKTESTR 10008926
*An Type Res Type Category SubCat GL Unit Trans Date Acctg Date Description
ACT 11000 02/20/2004 03/17/2004
UOM Quantity Trans Curr Transaction Amount Resource Amount GL Status
EA -5.00 USD -1000.00 -1000.00 I
Done
Internet
Start
Projects Training Manual -...
Resource Adjustment ...
9:12 AM



- Review the adjustments on the Finalize Adjustment page.

- Click:
  - **Back**: At any point, click the Back button to return to the previous page.
  - **OK, Next Adjustment**: To accept the changes and return to the Select Project Resources for Adjustment page.
  - **Cancel this adjustment**: To reject the changes and return to the Select Project Resources for Adjustment page.

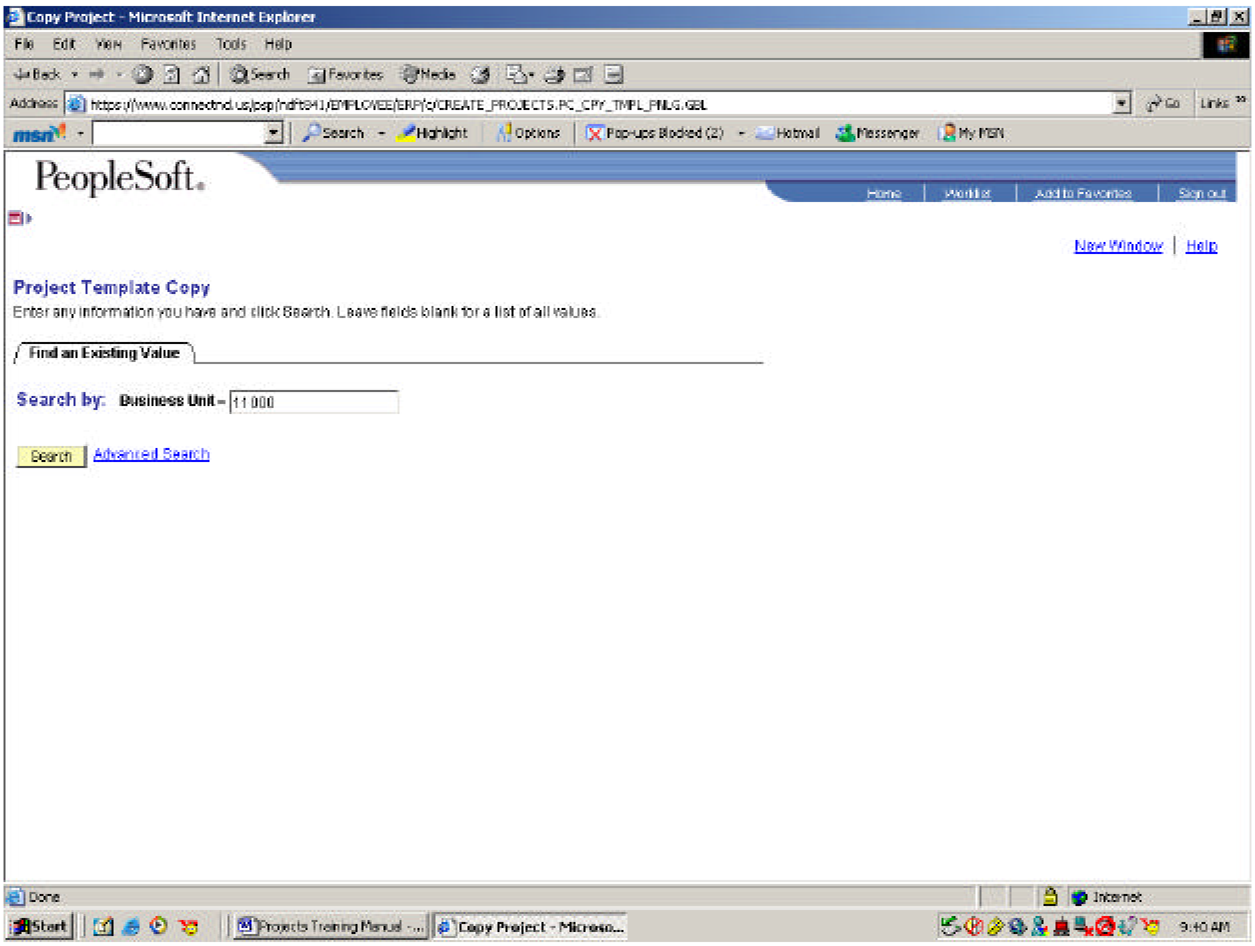
- You must click **Save** on either the Finalize Adjustment page or the Select Project Resources for Adjustment page to save the changes to the database.

- Upon saving, adjustments to monetary values will be budget checked if Commitment Control is active.

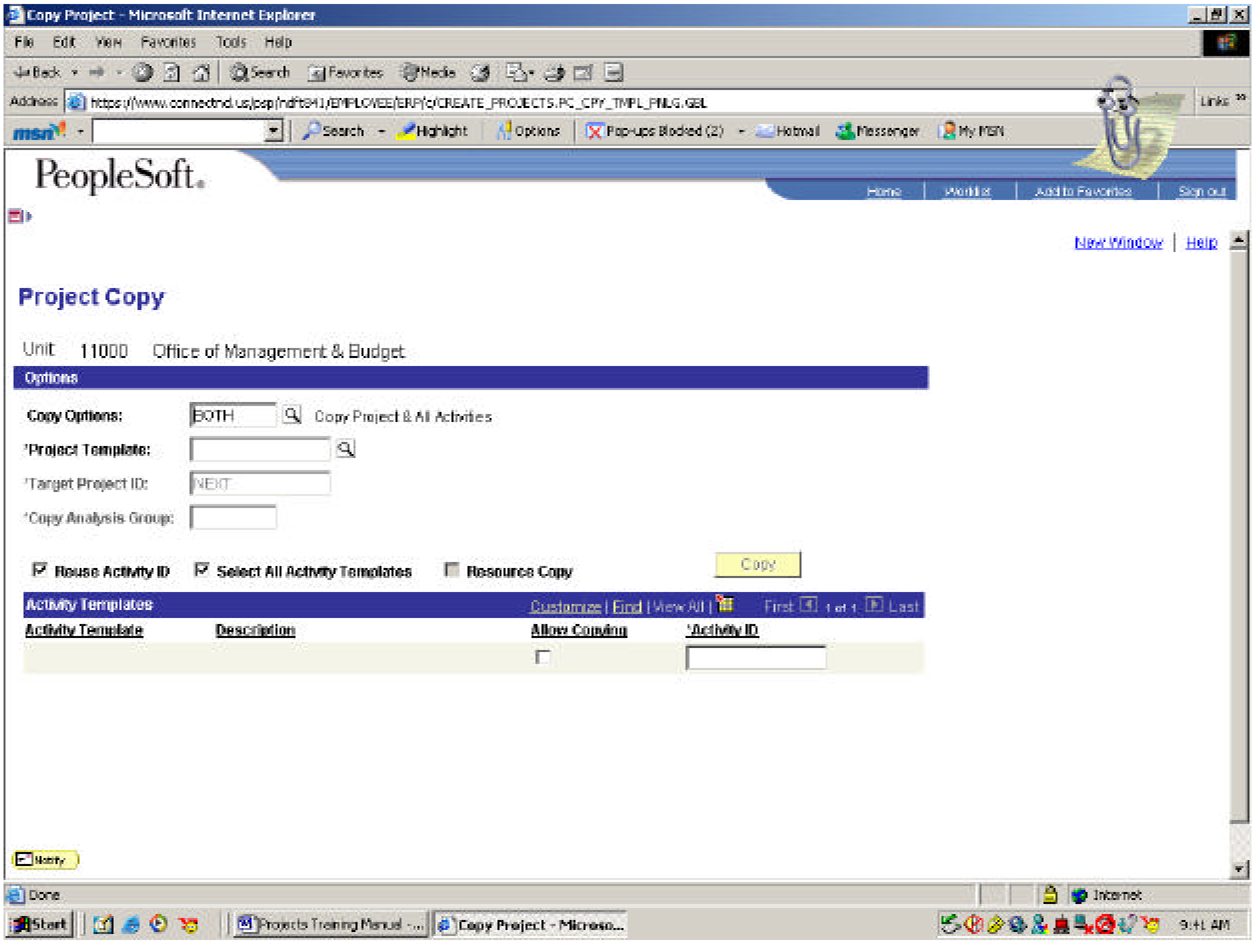
Copying Projects

Projects > Utilities > Copy Project

Note: Project Copy can be accessed through the Utilities or through the Project Definition page.



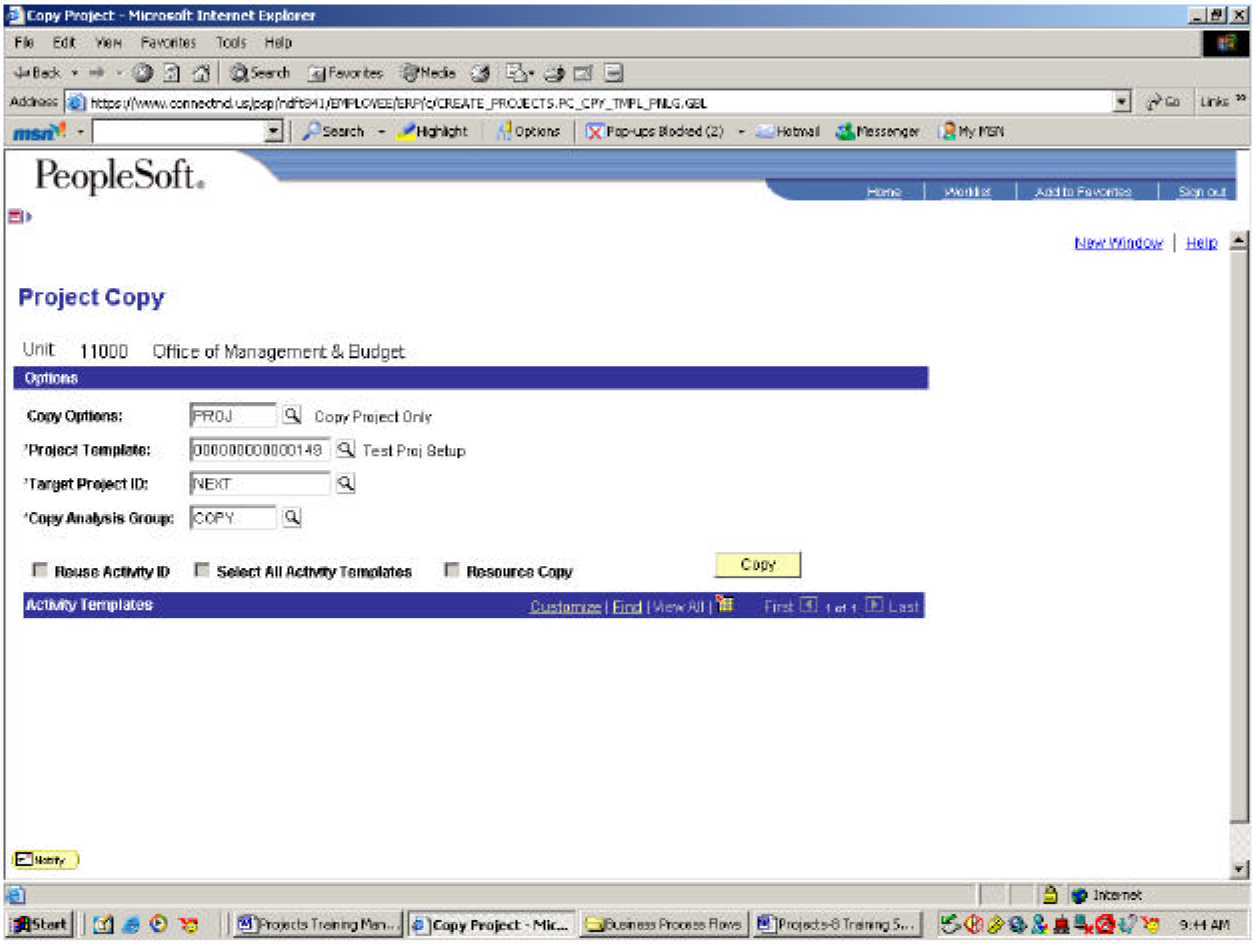
- Business Unit: Select the appropriate Project Business Unit.
- Click Search.



- Select the appropriate Copy Option:
    - o Copy Activity Only
    - o Copy Project & All Activities
    - o Copy Project Only

Note: Checkbox under Options to have the Project defined as a Template must be checked in order to use the Project as a Template. ☑ **Can be used as Template** Each Activity must also have the checkbox under Options checked in order to have the Activity defined as a Template ☐ **Use Activity as Template**.

Copying Project Only



- Copy Options: PROJ

- Project Template: Select the appropriate Template Project within the specific Business Unit. Click  to search Template Project (if needed).

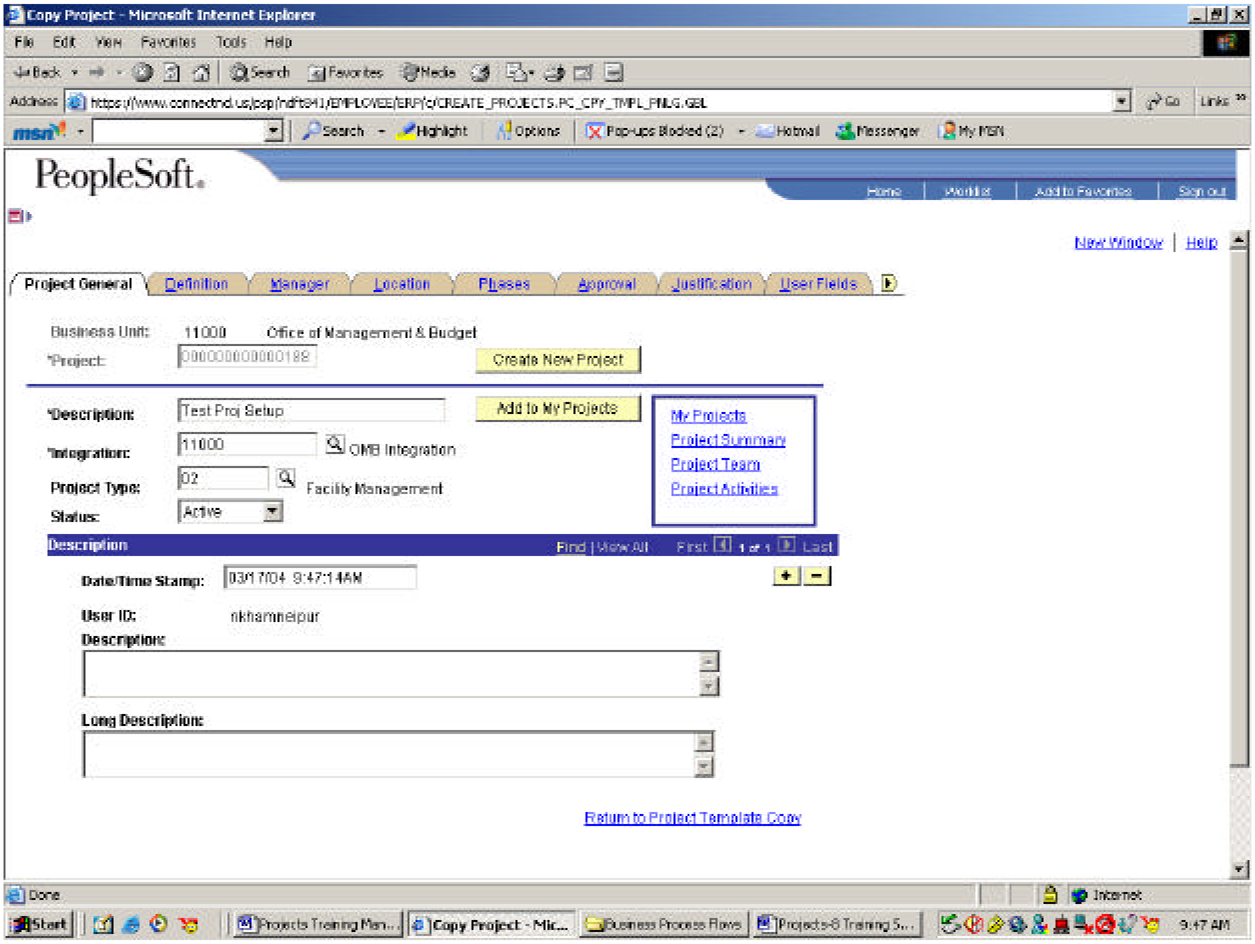
- Target Template: Either enter the new Project ID, or leave ‘NEXT’ to default to the next auto-sequenced Project ID.

- Copy Analysis Group: Select ‘Copy’ Analysis Group, which includes all Analysis Types to copy.

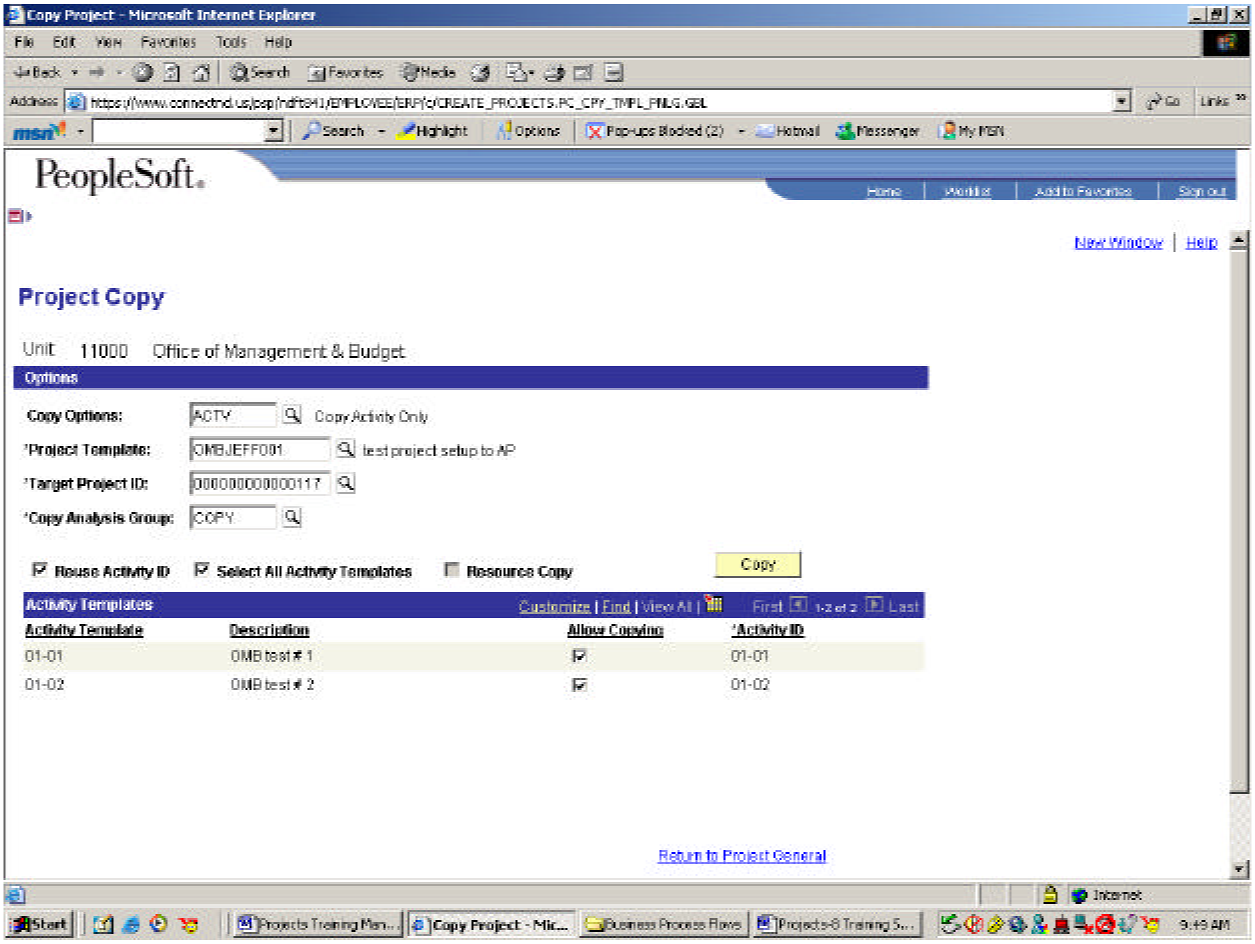
- Click 

.

Note: You will be taken to Project General page of the newly created Project.



Copying Activity Only



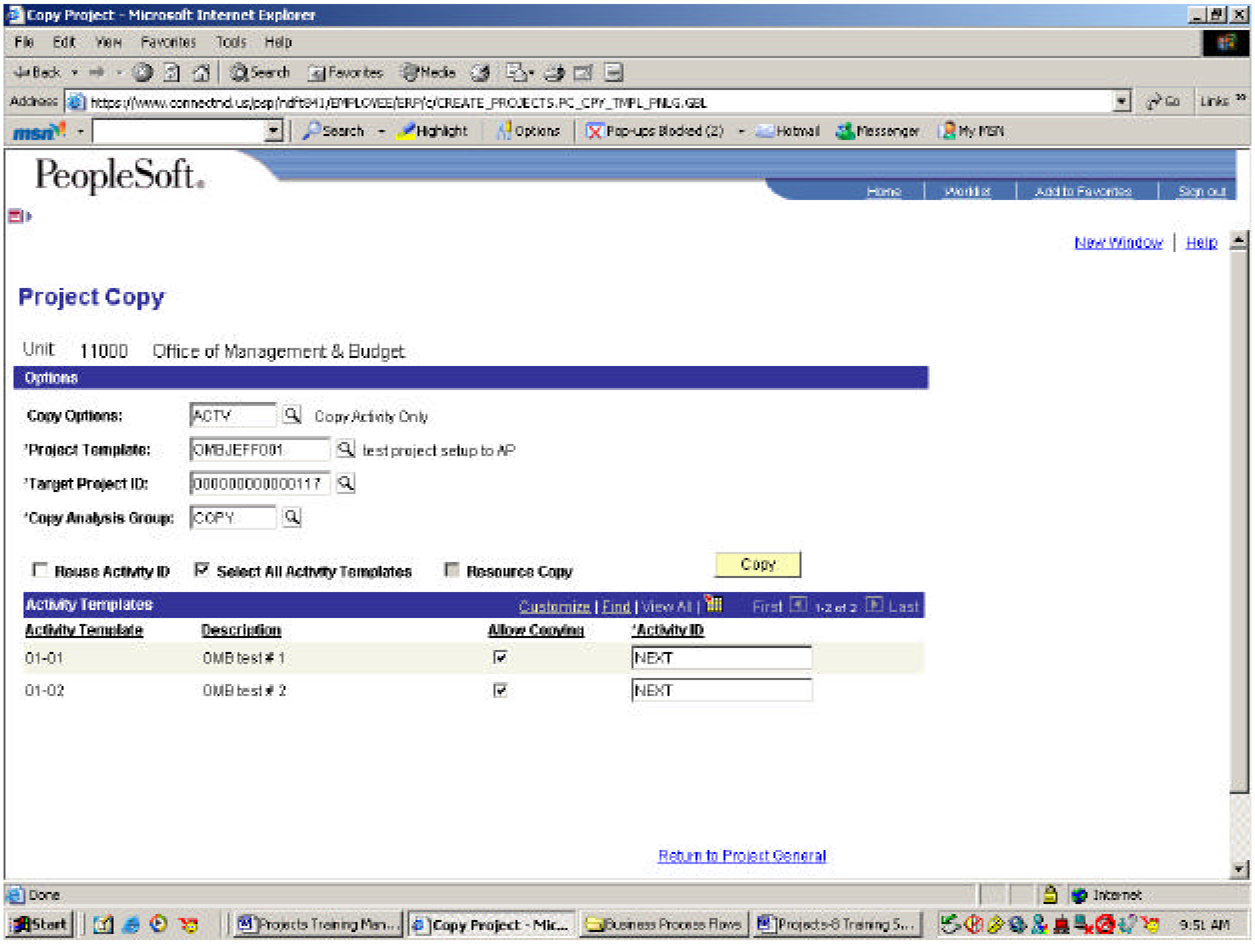
- Copy Options: ACTV

- Project Template: Select the appropriate Template Project within the specific Business Unit. Click  to search Template Project (if needed). Activities are tied to Projects and therefore you must select the Project, which has the Activities you want to copy.

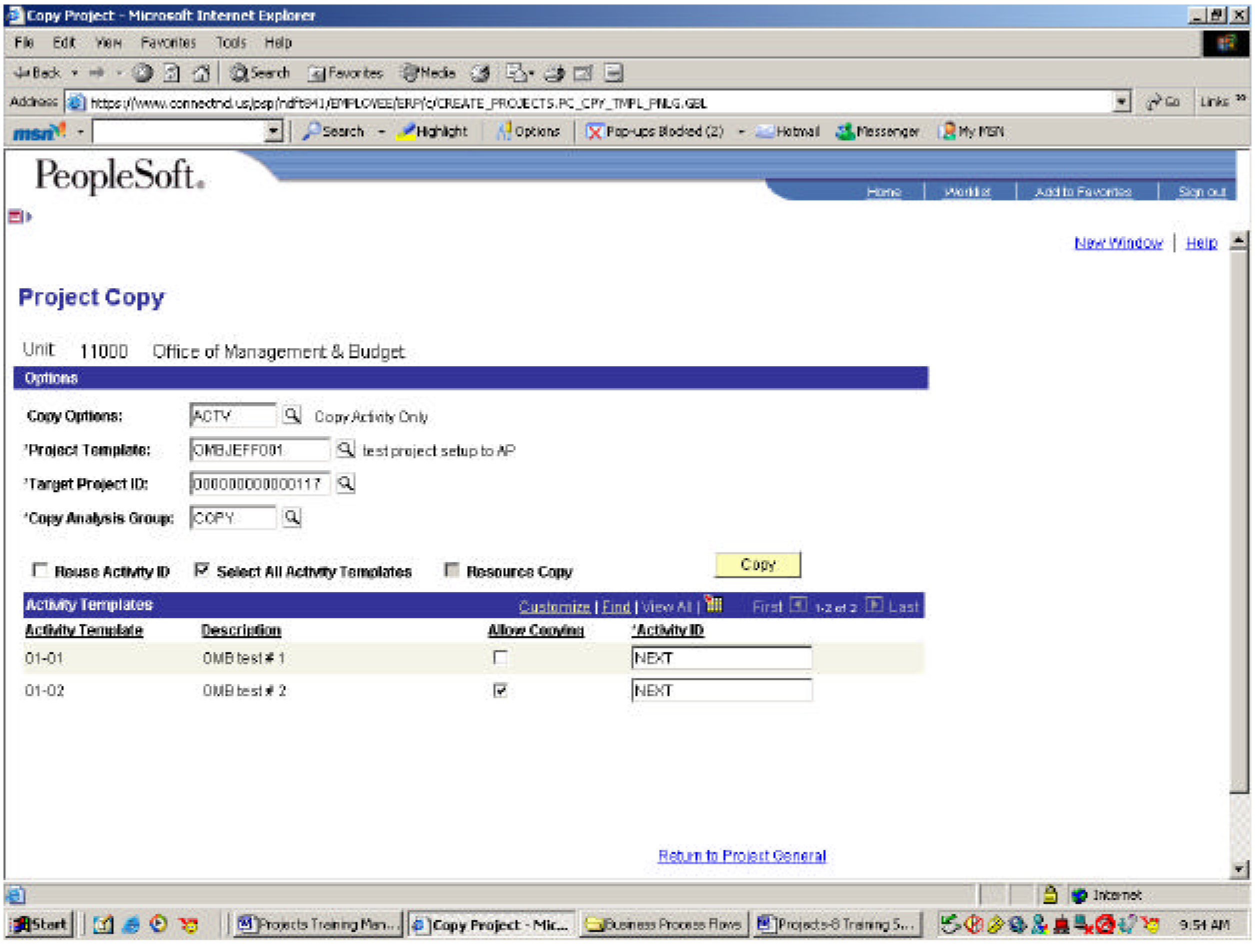
- Target Template: Enter the new Project ID.

- Copy Analysis Group: Select ‘Copy’ Analysis Group, which includes all Analysis Types to copy.

- Check the checkbox for ‘Reuse Activity ID’ to reuse the activity id in the newly created Project. Uncheck box to have new Activity Ids assigned through auto-numbering, or to enter an Activity ID.



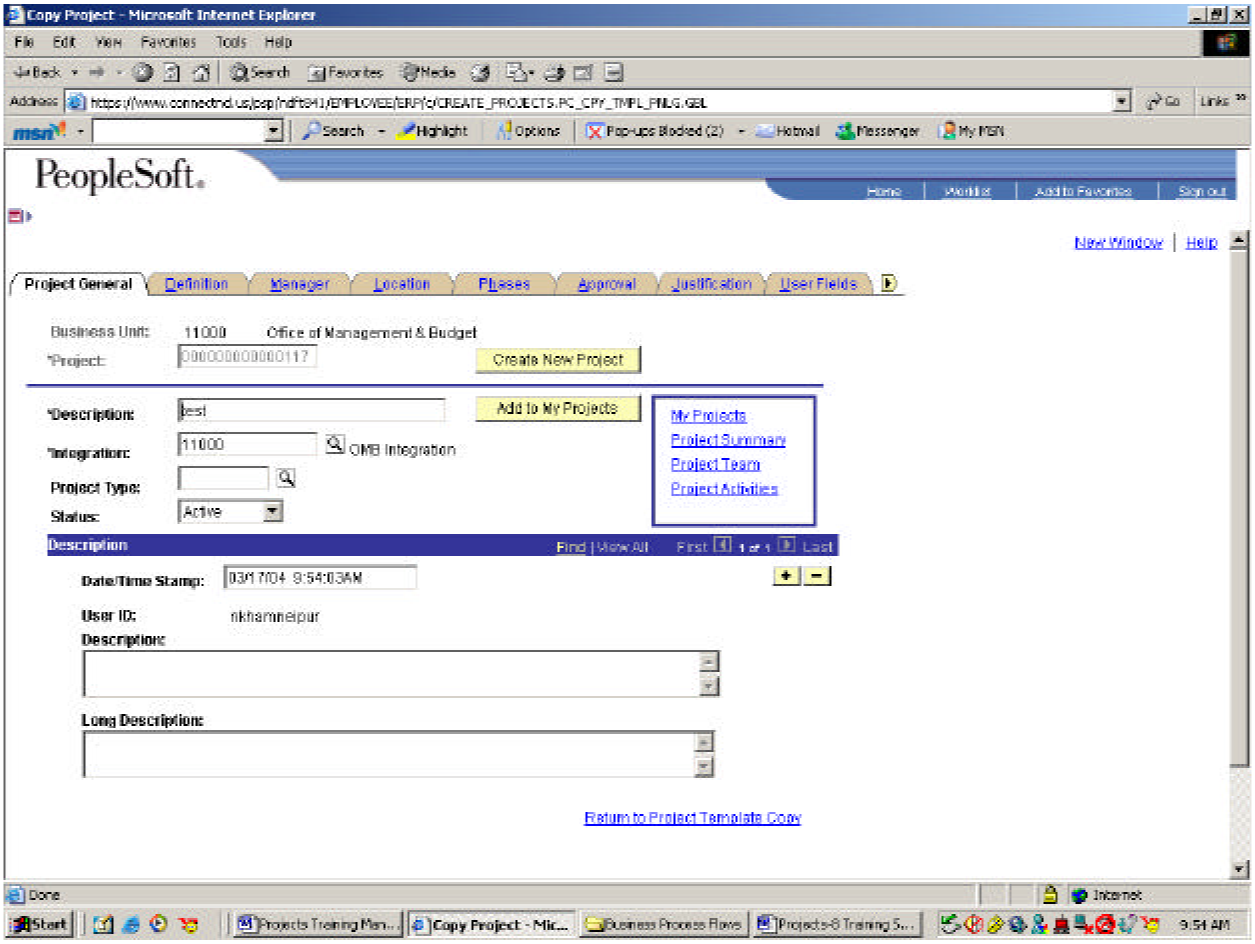
- Either 'Select All Activity Templates' to selects all available Activity Templates displayed to be copied. Or select the 'Allow Copying' box on the Activity Template line for individual Activities within Project to be copied. Allows selected Activity Templates from the list to be copied while the others are ignored.



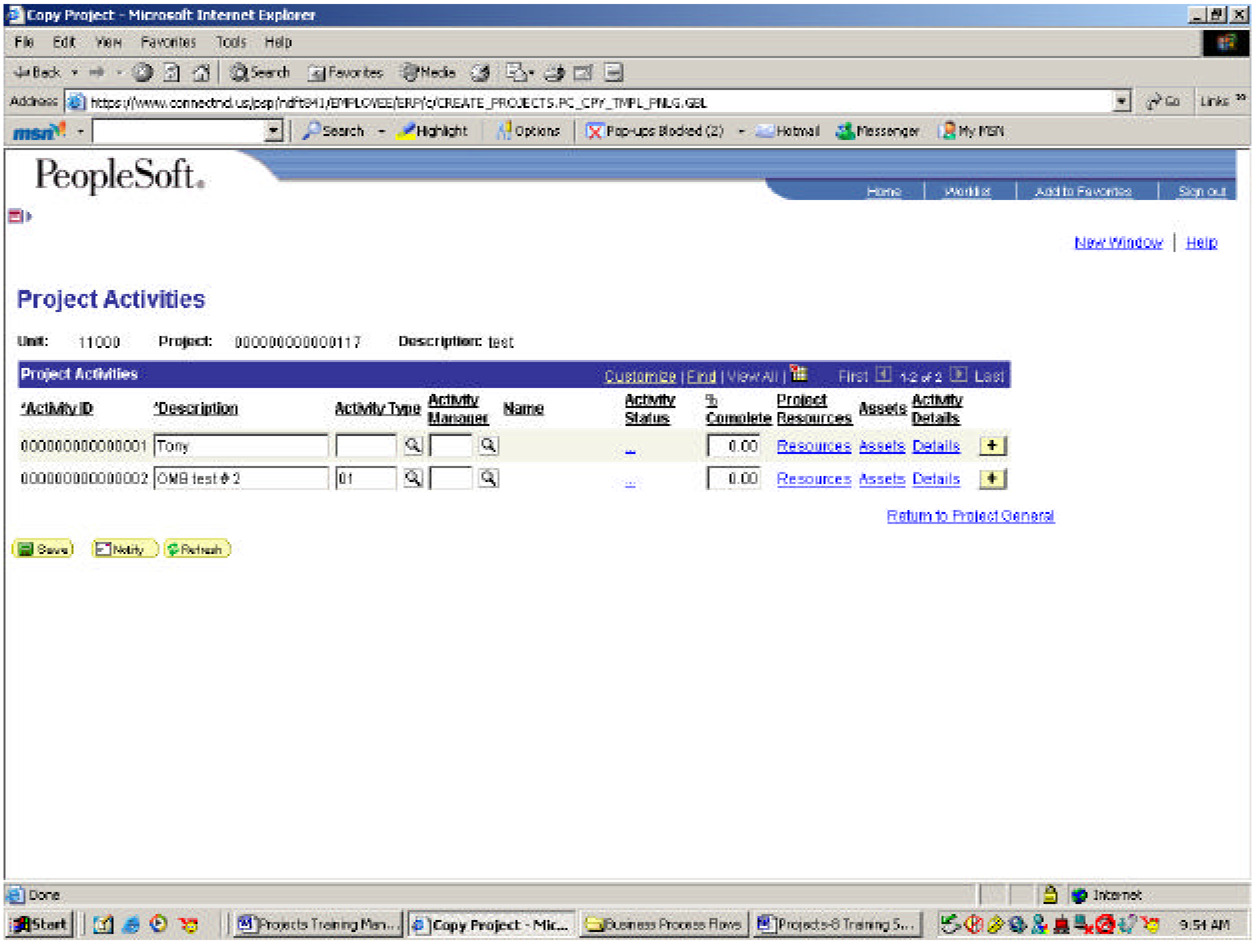
- Click 

.

Note: You will be taken to Project General page of the existing Project.

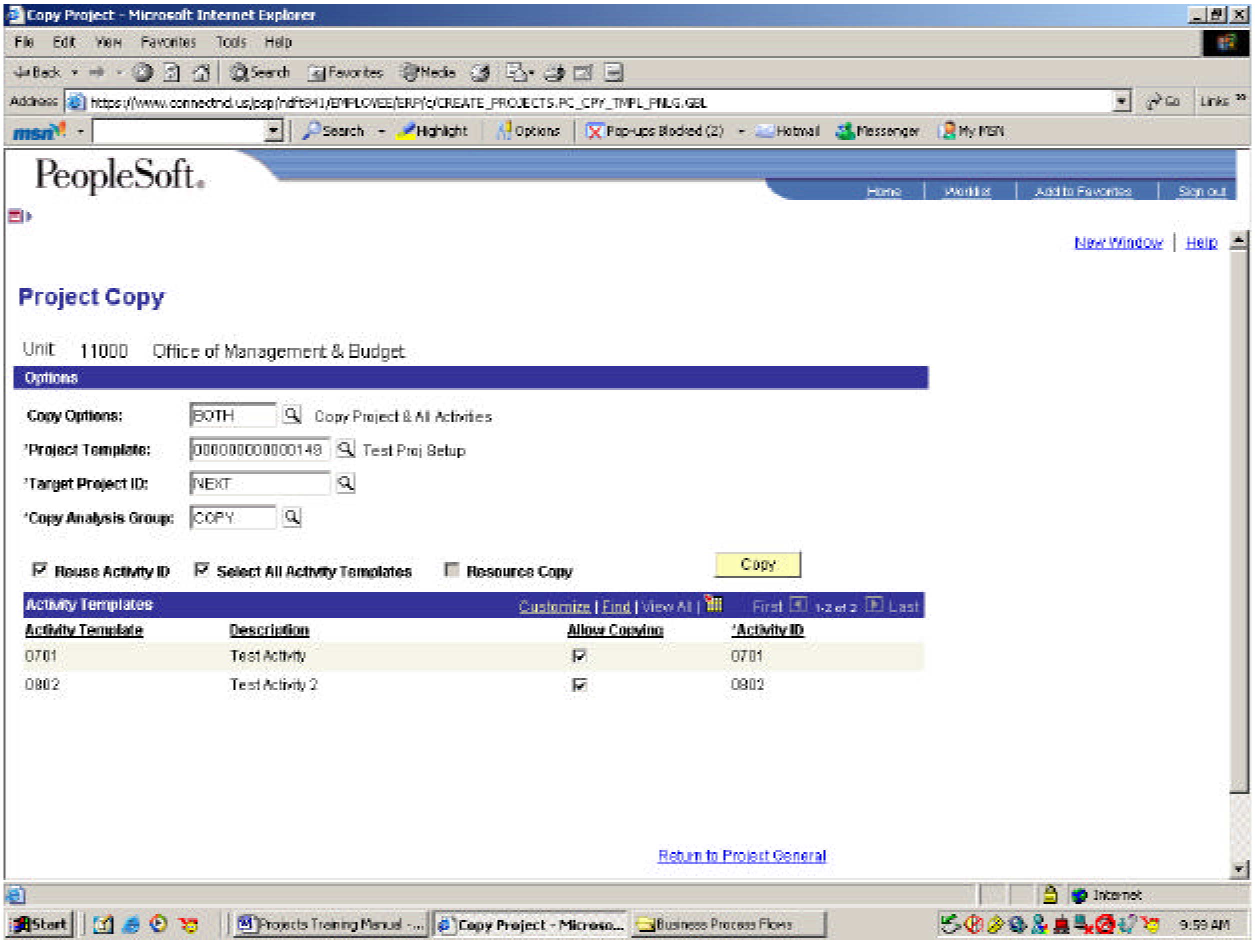


- Click on the Project Activities hyperlink.



Note: The Activity ID 'OMB test #2' has been created for this project.

Copying Both Project and Activities

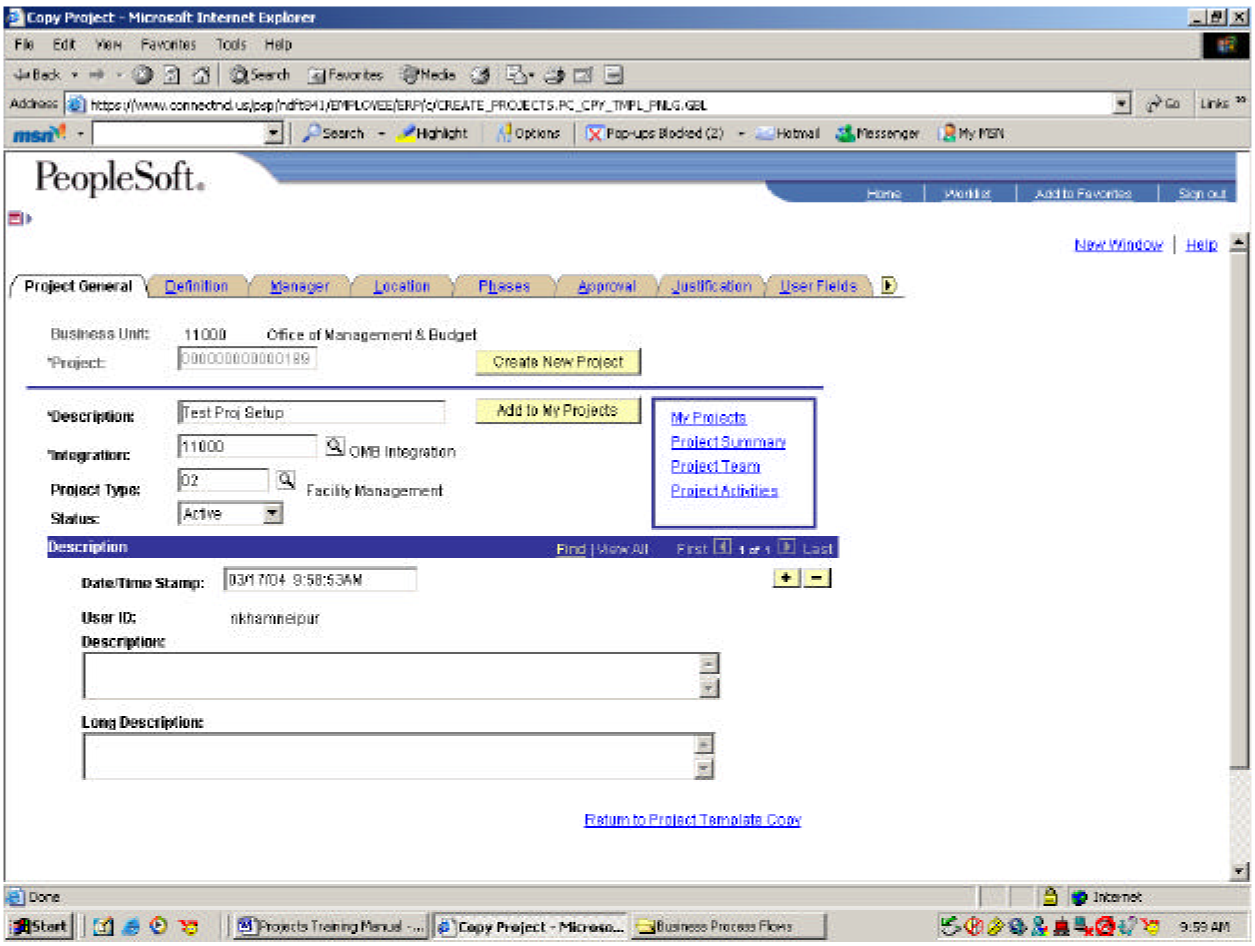


- Copy Options: BOTH
- Project Template: Select the appropriate Template Project within the specific Business Unit. Click to search Template Project (if needed).
- Target Template: Either enter the new Project ID, or leave ‘NEXT’ to default to the next auto-sequenced Project ID.
- Copy Analysis Group: Select ‘Copy’ Analysis Group, which includes all Analysis Types to copy.
- Check the checkbox for ‘Reuse Activity ID’ to reuse the activity id in the newly created Project. Uncheck box to have new Activity Ids assigned through auto-numbering, or to enter an Activity ID.

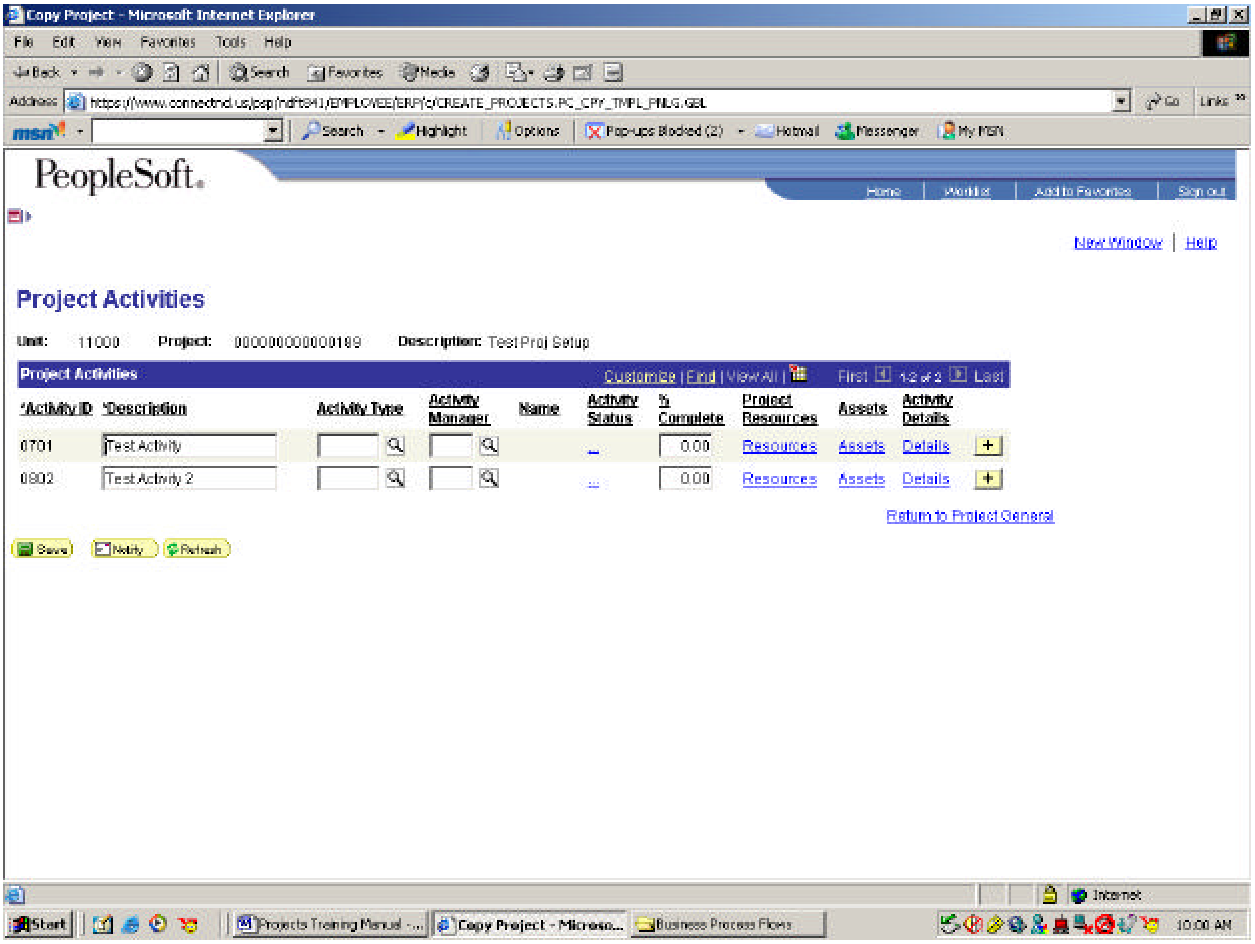
- Either ‘Select All Activity Templates’ to selects all available Activity Templates displayed to be copied. Or select the ‘Allow Copying’ box on the Activity Template line for individual Activities within Project to be copied. Allows selected Activity Templates from the list to be copied while the others are ignored.

- Click Copy.

Note: You will be taken to Project General page for the newly created Project.



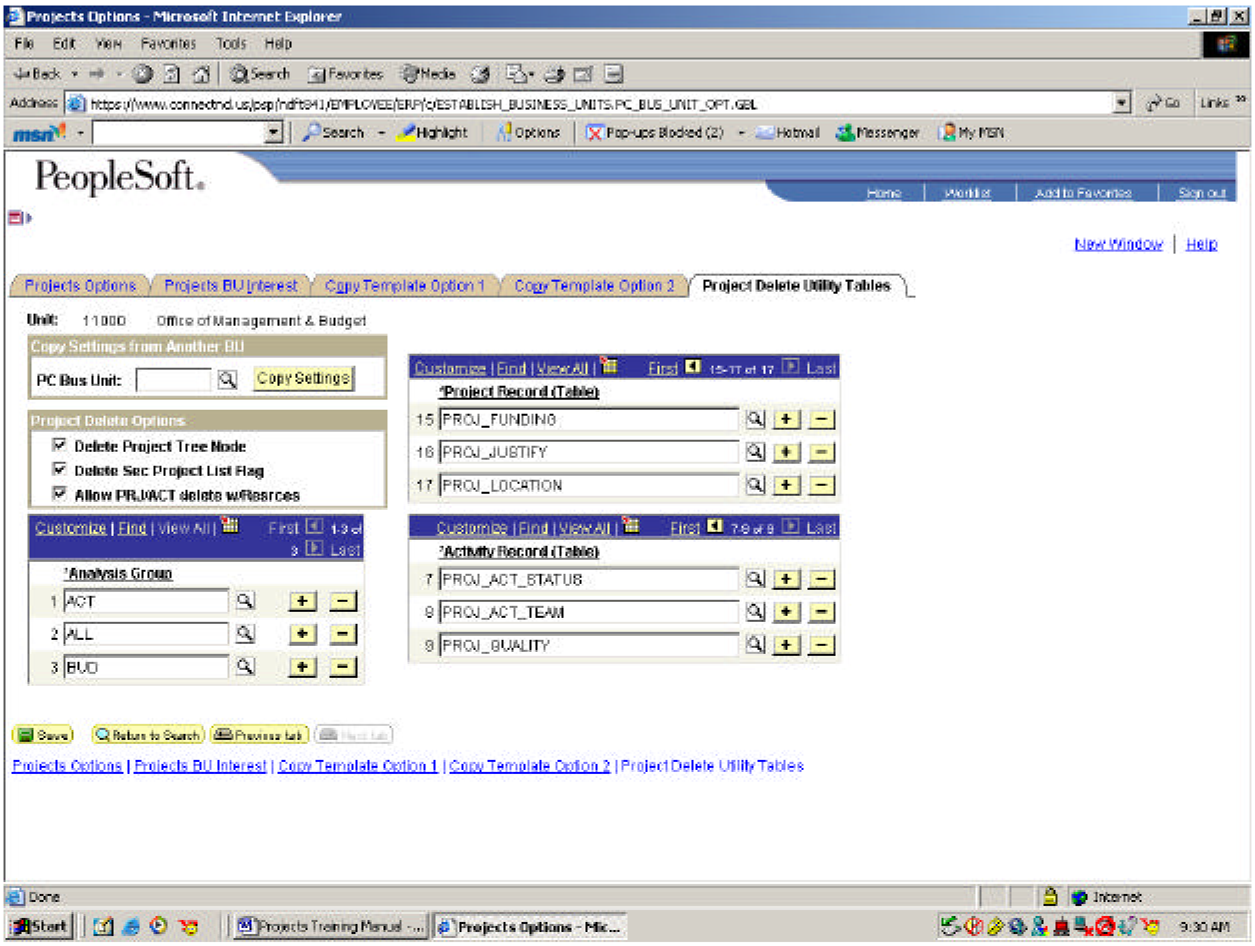
- Click on the Project Activities hyperlink.


Copy Project - Microsoft Internet Explorer
File Edit View Favorites Tools Help
PeopleSoft.
Home | Worklist | Add to Favorites | Sign out
New Window | Help
Project Activities
Unit: 11000 Project: 000000000000189 Description: Test Proj Setup
Project Activities
Customize | Find | View All | First 1-2 of 2 Last
*Activity ID *Description Activity Type Activity Manager Name Activity Status % Complete Project Resources Assets Activity Details
0701 Test Activity 0.00 Resources Assets Details
0802 Test Activity 2 0.00 Resources Assets Details
Return to Project General
Save Notify Refresh

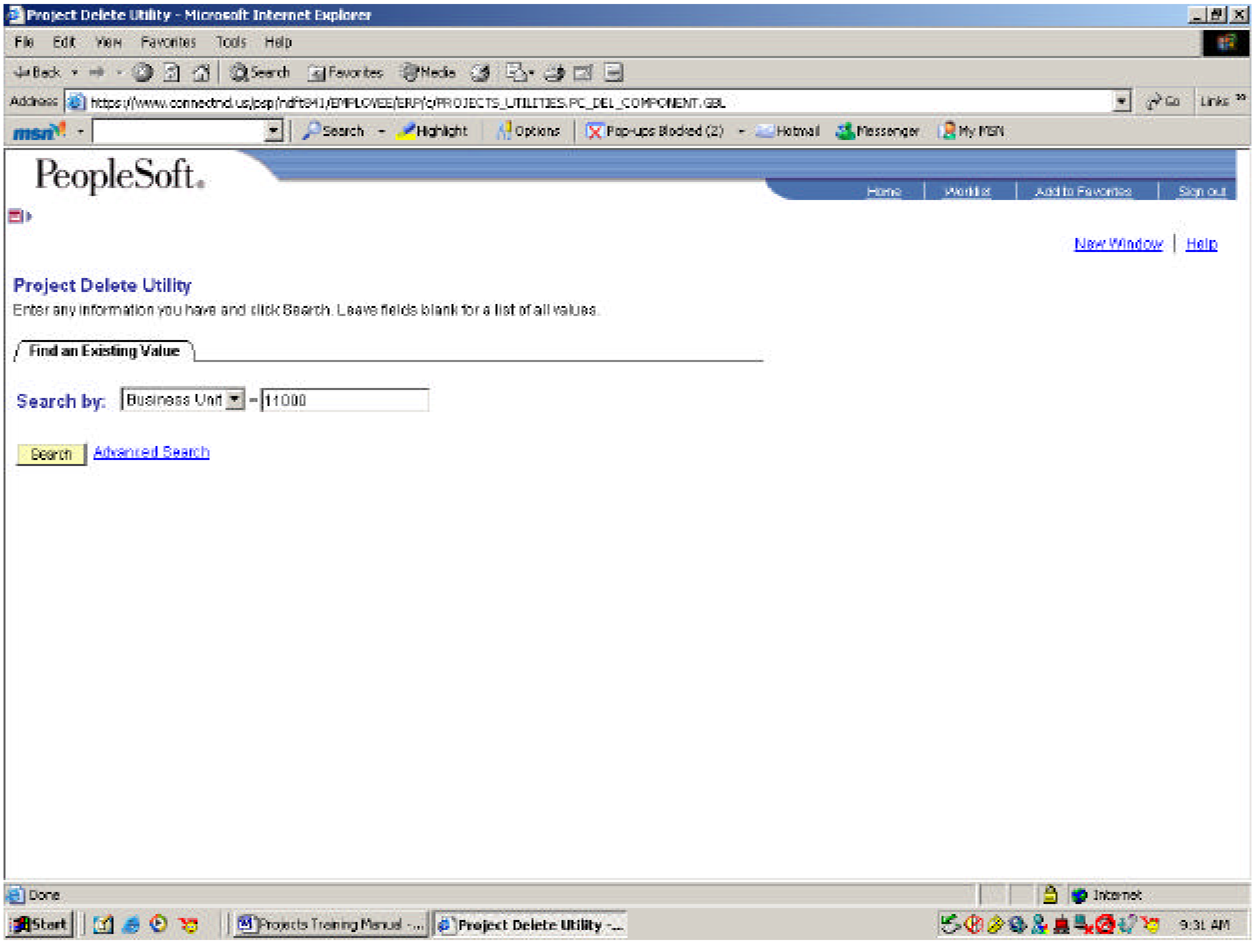
Deleting Projects

Projects > Utilities > Project Delete Utility

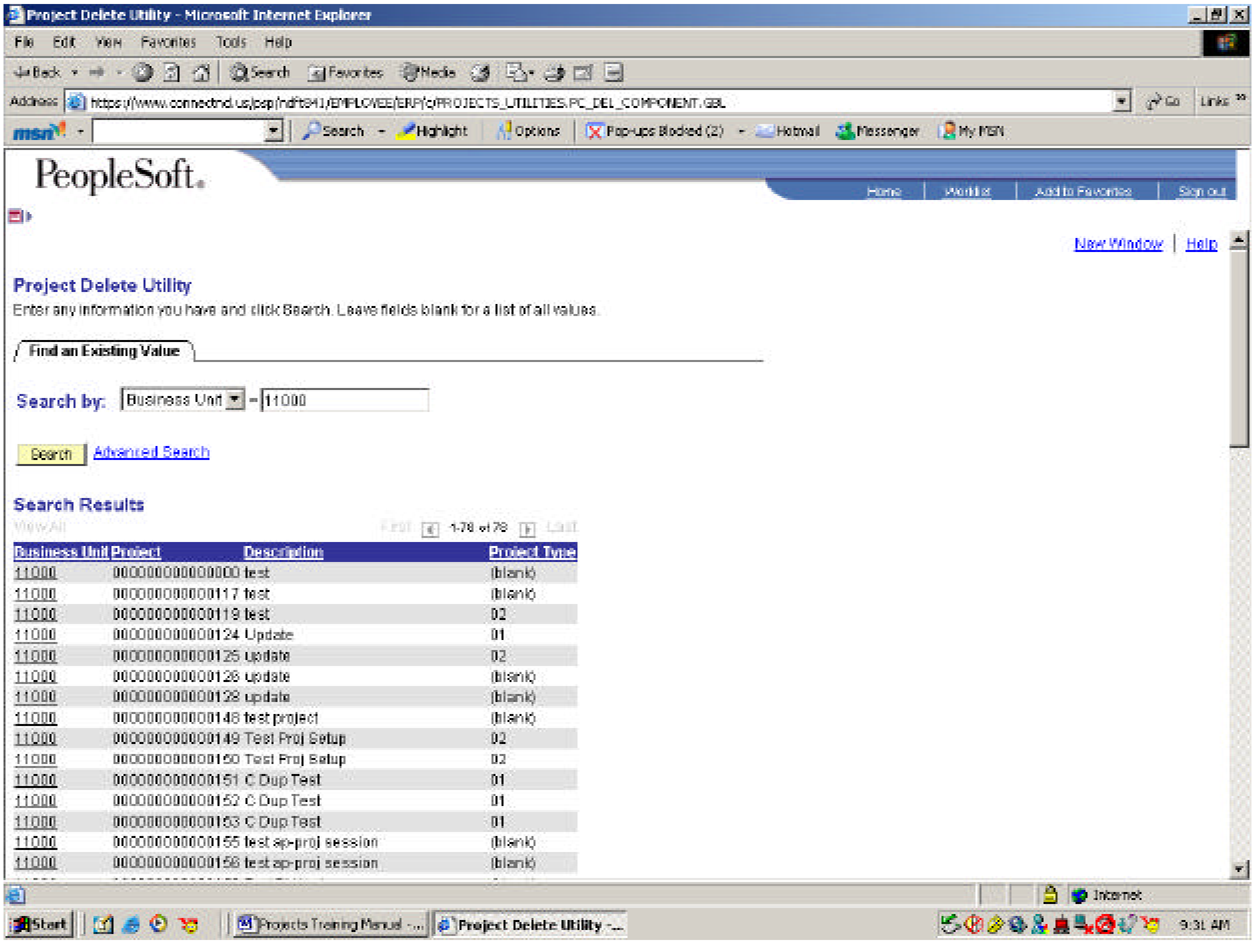
Note: The Projects Business Unit must be setup for Deletions.



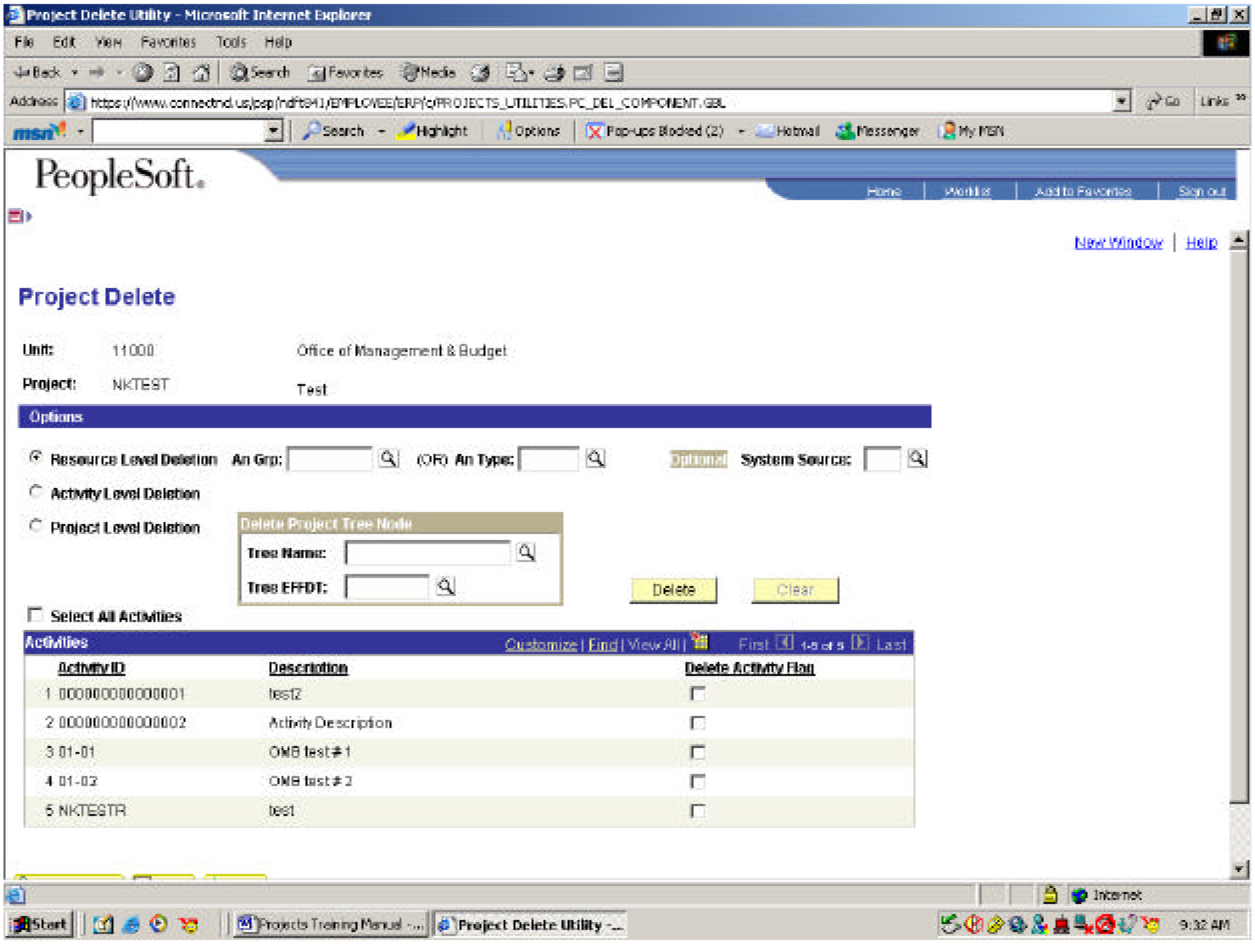
- The delete utility is used to delete projects, activities, and/or resources from the database.
- Deletions are permanent and irreversible.
- If a deletion is necessary, it will be handled by OMB.



- Business Unit: Select the appropriate Project Business Unit.
- Click Search.



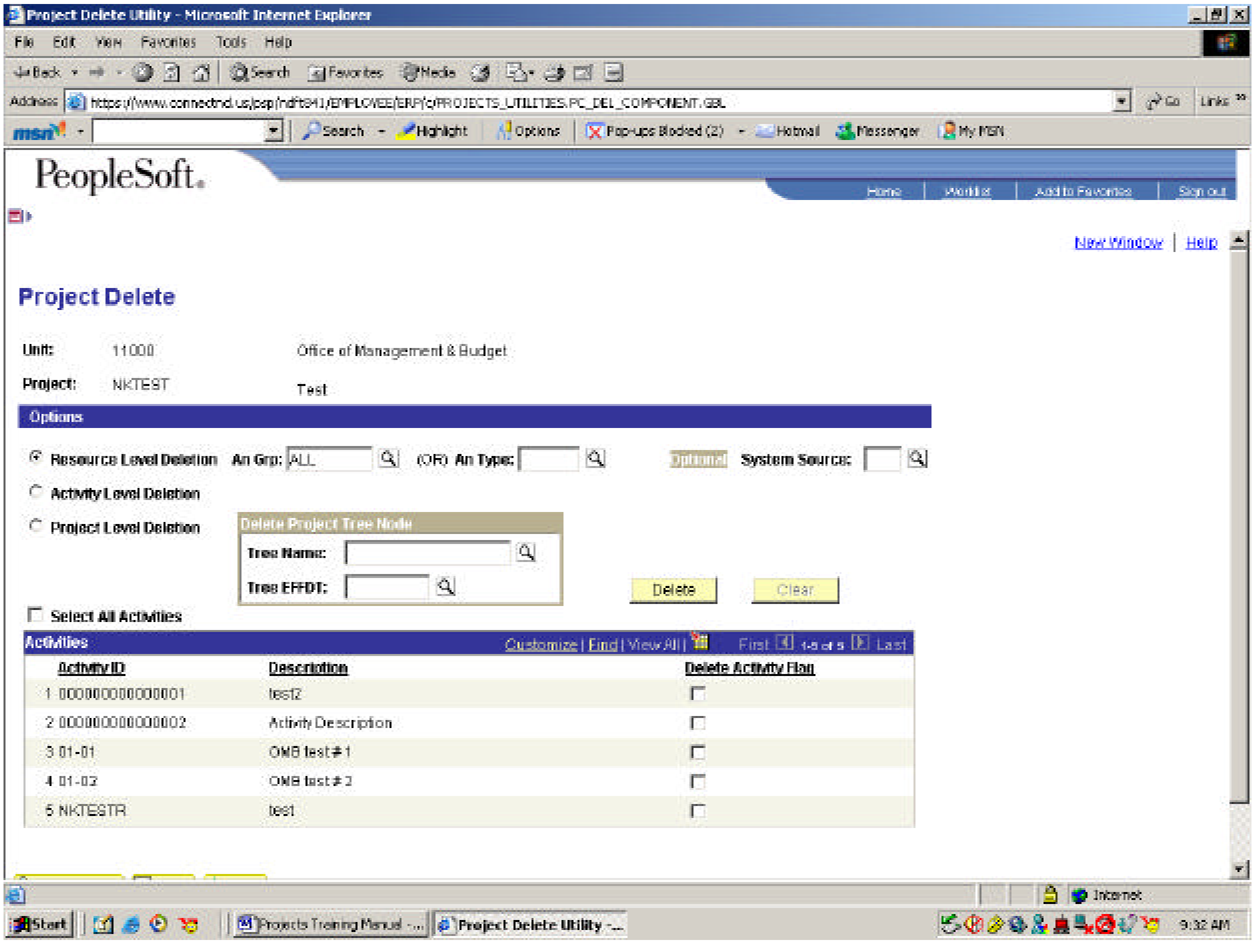
- Select the appropriate Business Unit and Project.



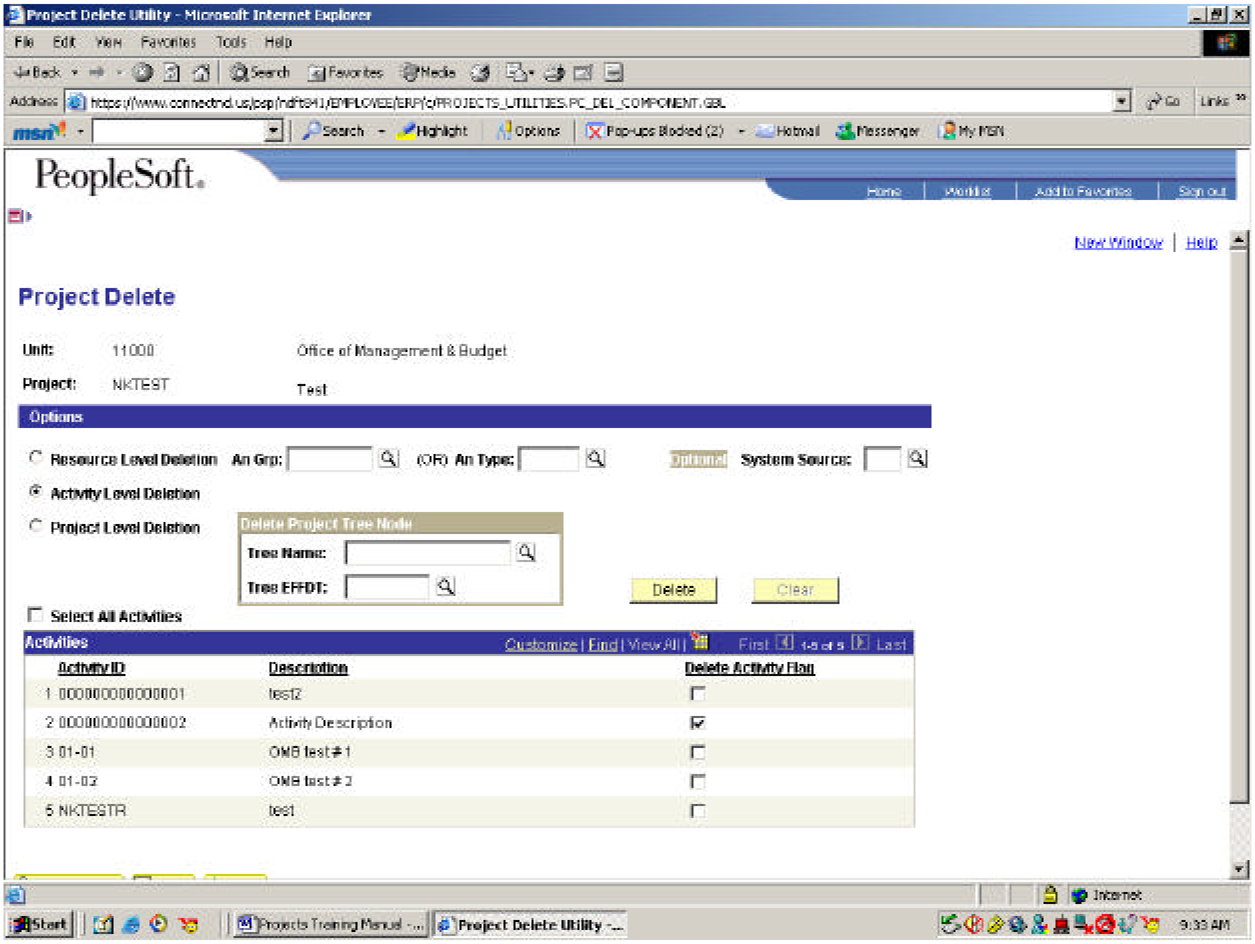
- Select the appropriate 'Level Deletion'.
    - Resource Level Deletion
    - Activity Level Deletion
    - Project Level Deletion

Note: Analysis Group or Analysis Type is required when you select Resource Level Deletion.

Example of Resource Level Deletion.



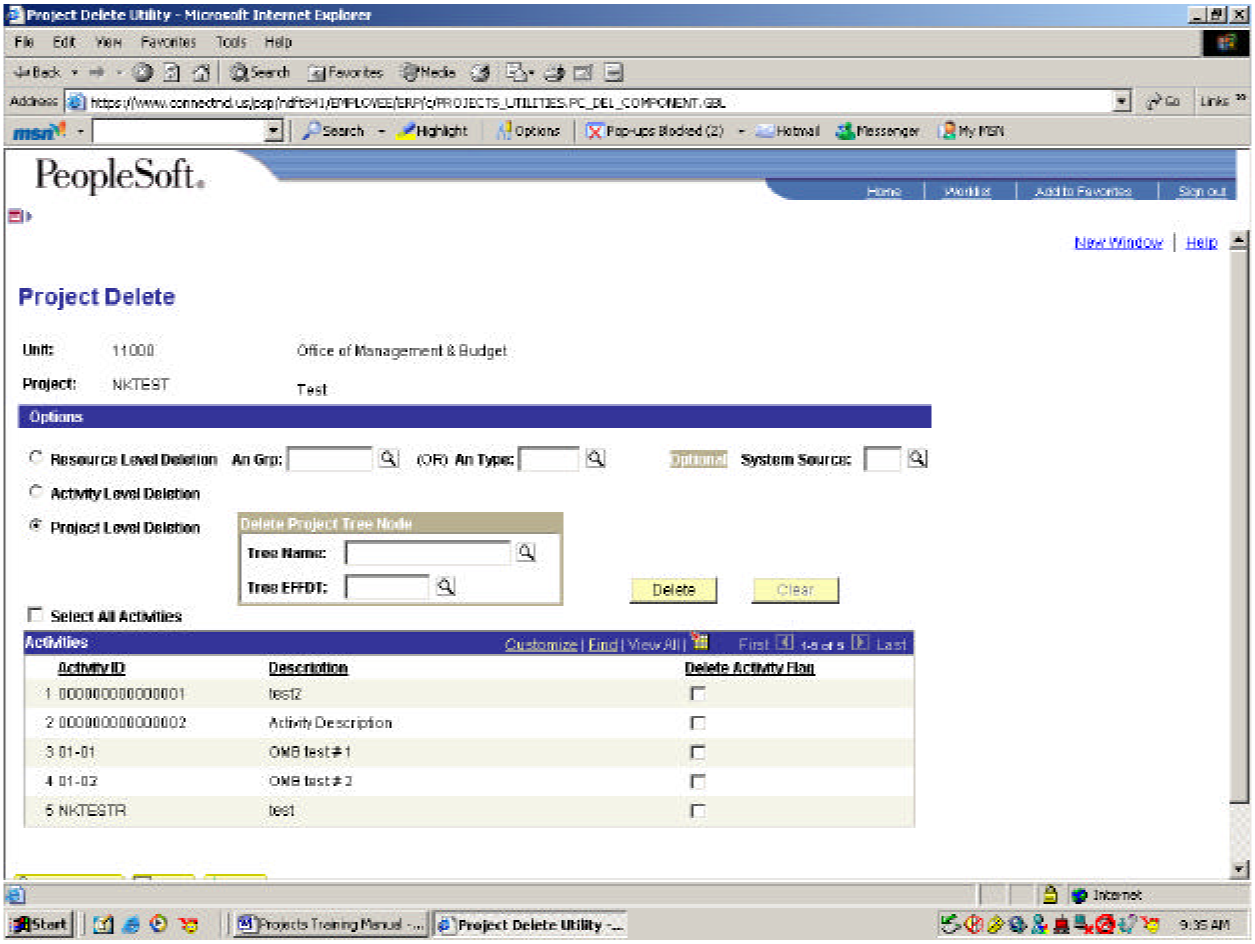
Example of Activity Level Deletion.



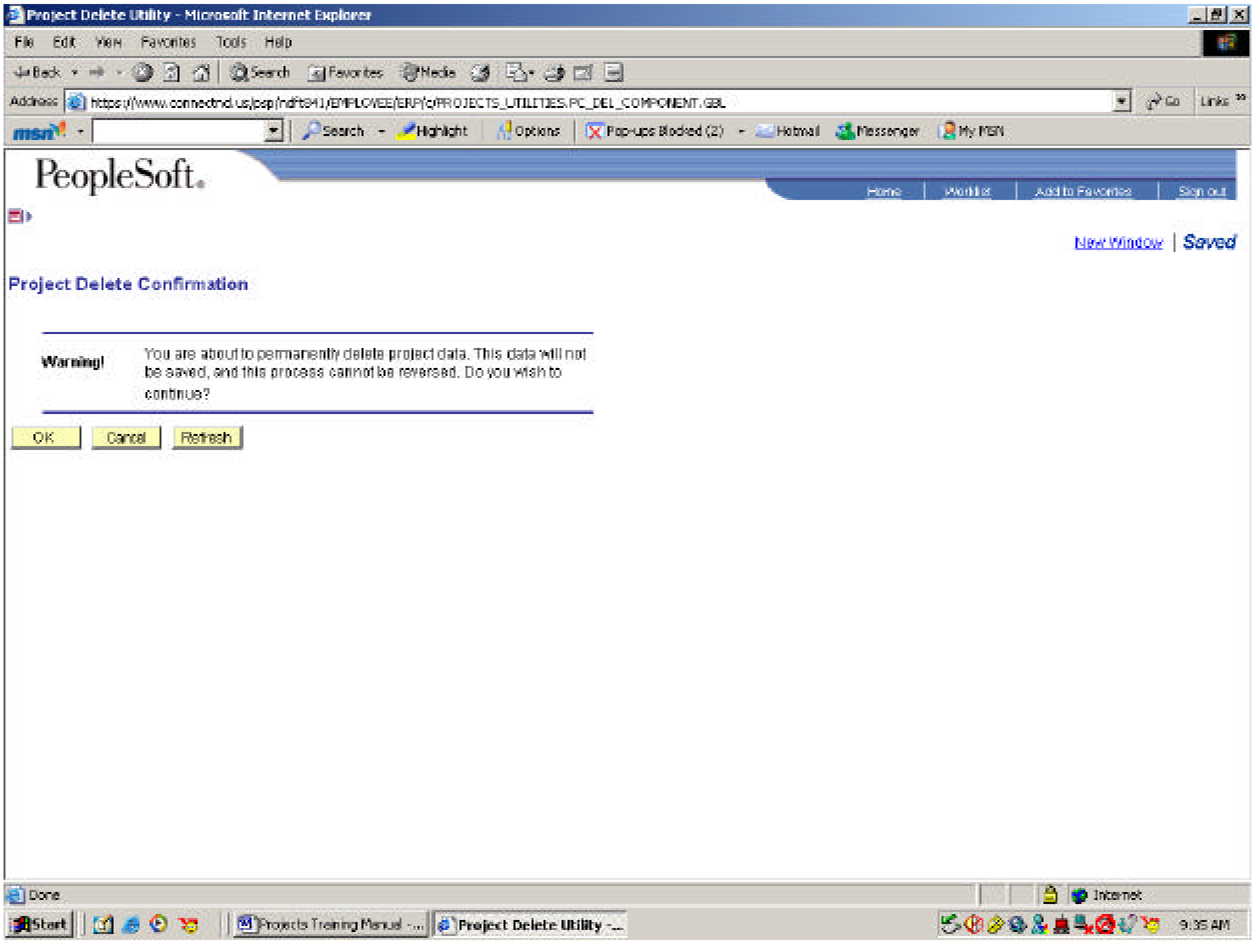
- Either Select All Activities checkbox, or select the individual Delete Activity Flag checkbox for the Activity(s) within the Project you want to delete.

- All resource transactions within the Project / Activity will also be deleted.

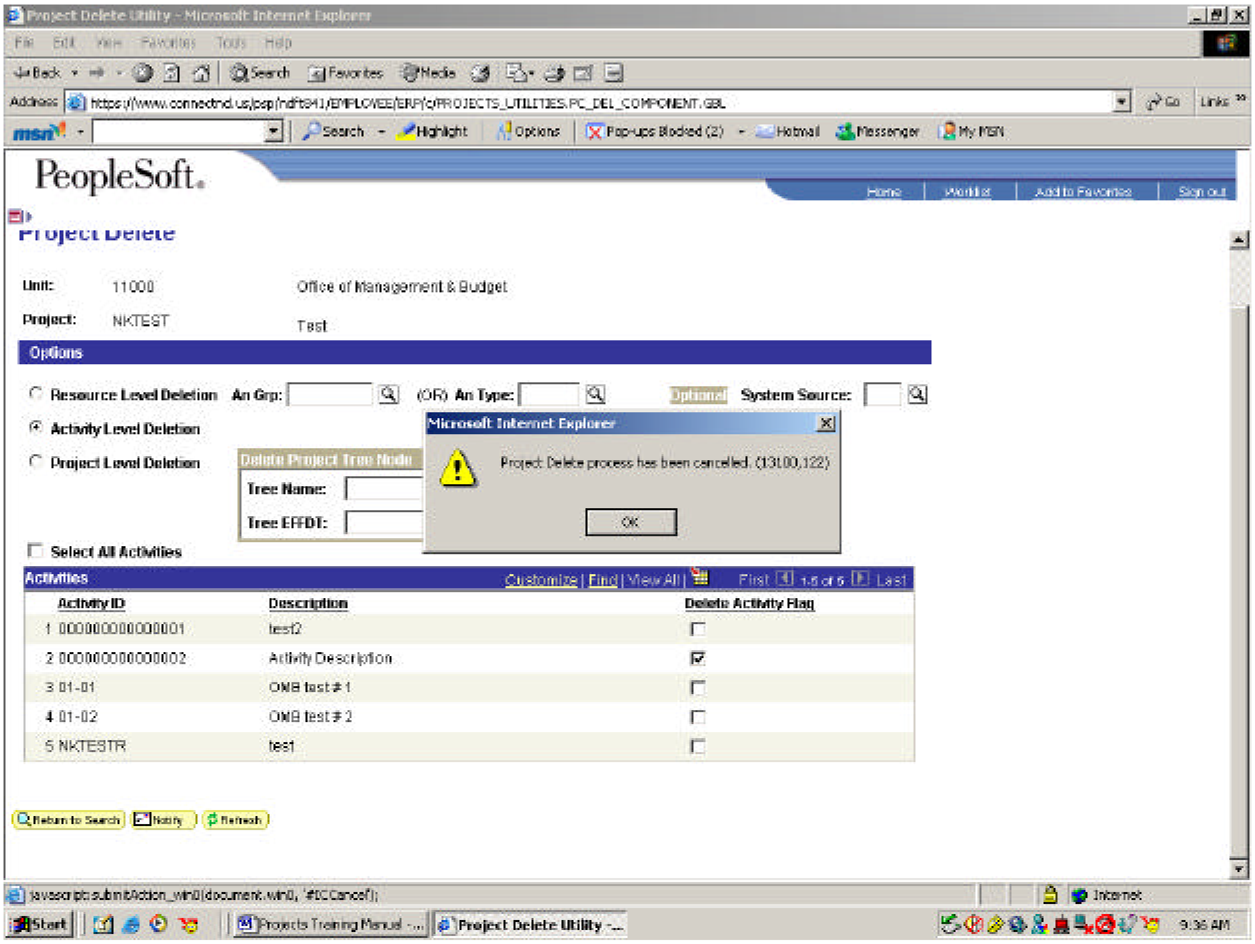
Example of Project Level Deletion.



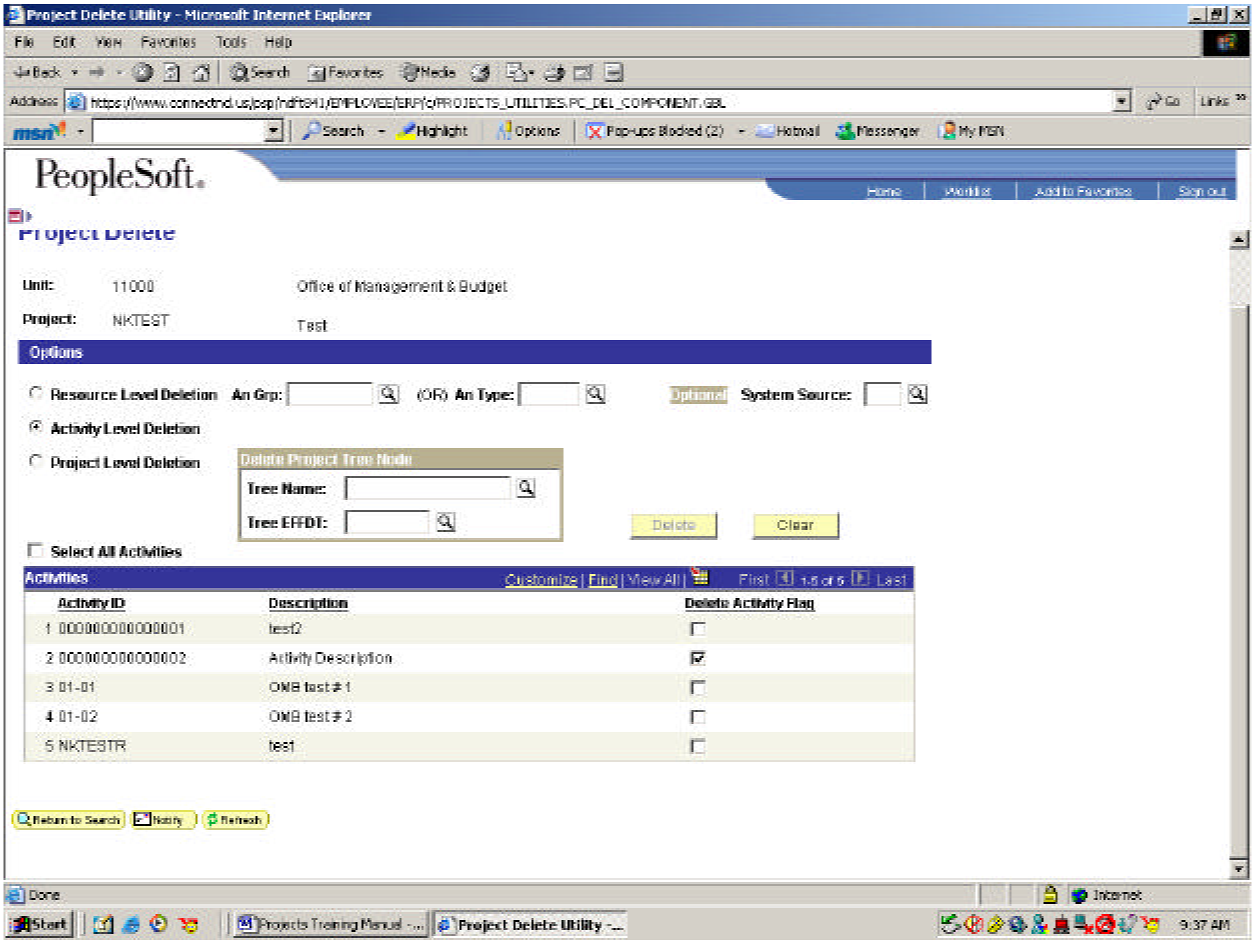
- Click Delete.



- Click OK on Project Delete Confirmation page.
- Click Cancel on the Project Delete Confirmation page to cancel the deletion.



- Click **Clear** to define new criteria for the deletion.

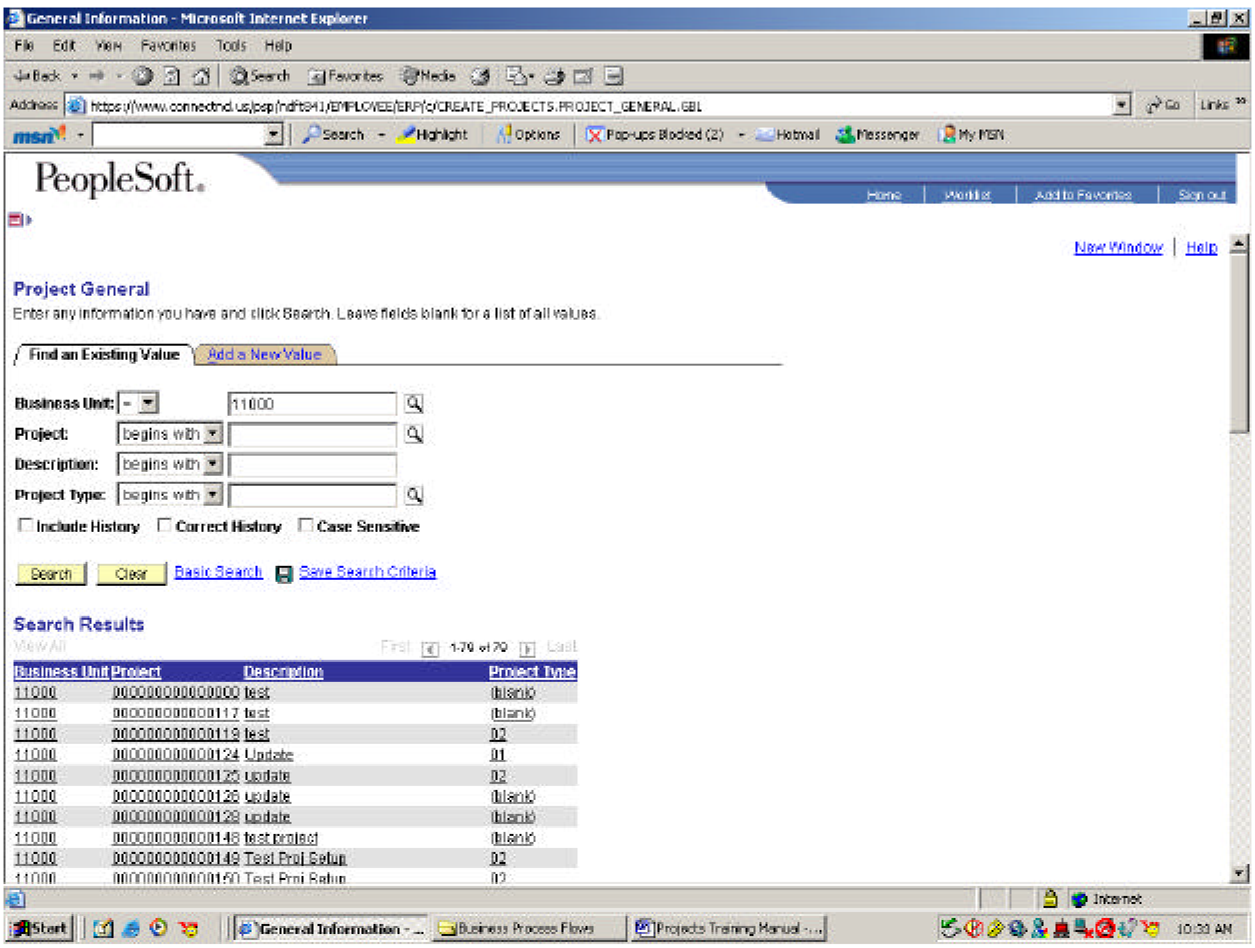

Project Delete Utility - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address https://www.connectnd.us/psp/ndfs841/EMPLOYEE/ERP/c/PROJECTS_UTILITIES.PC_DEL_COMPONENT.GBL
PeopleSoft.
Home Worklist Add to Favorites Sign out
Project Delete
Unit: 11000 Office of Management & Budget
Project: NKTEST Test
Options
Resource Level Deletion An Grp: (OR) An Type: Optional System Source:
Activity Level Deletion
Project Level Deletion
Delete Project Tree Node
Tree Name:
Tree EFFDT:
Delete Clear
Select All Activities
Activities Customize | Find | View All | First 1-5 of 5 Last
Activity ID Description Delete Activity Flag
1 000000000000001 test2
2 000000000000002 Activity Description
3 01-01 OMB test #1
4 01-02 OMB test #2
5 NKTESTR test
Return to Search Notify Refresh
Done Internet
Start Projects Training Manual ... Project Delete Utility - ... 9:37 AM

Inactivating Projects

Note: Inactivating a specific Project will not allow subsystems to choose or process data for that Project including all Activities within the Project.

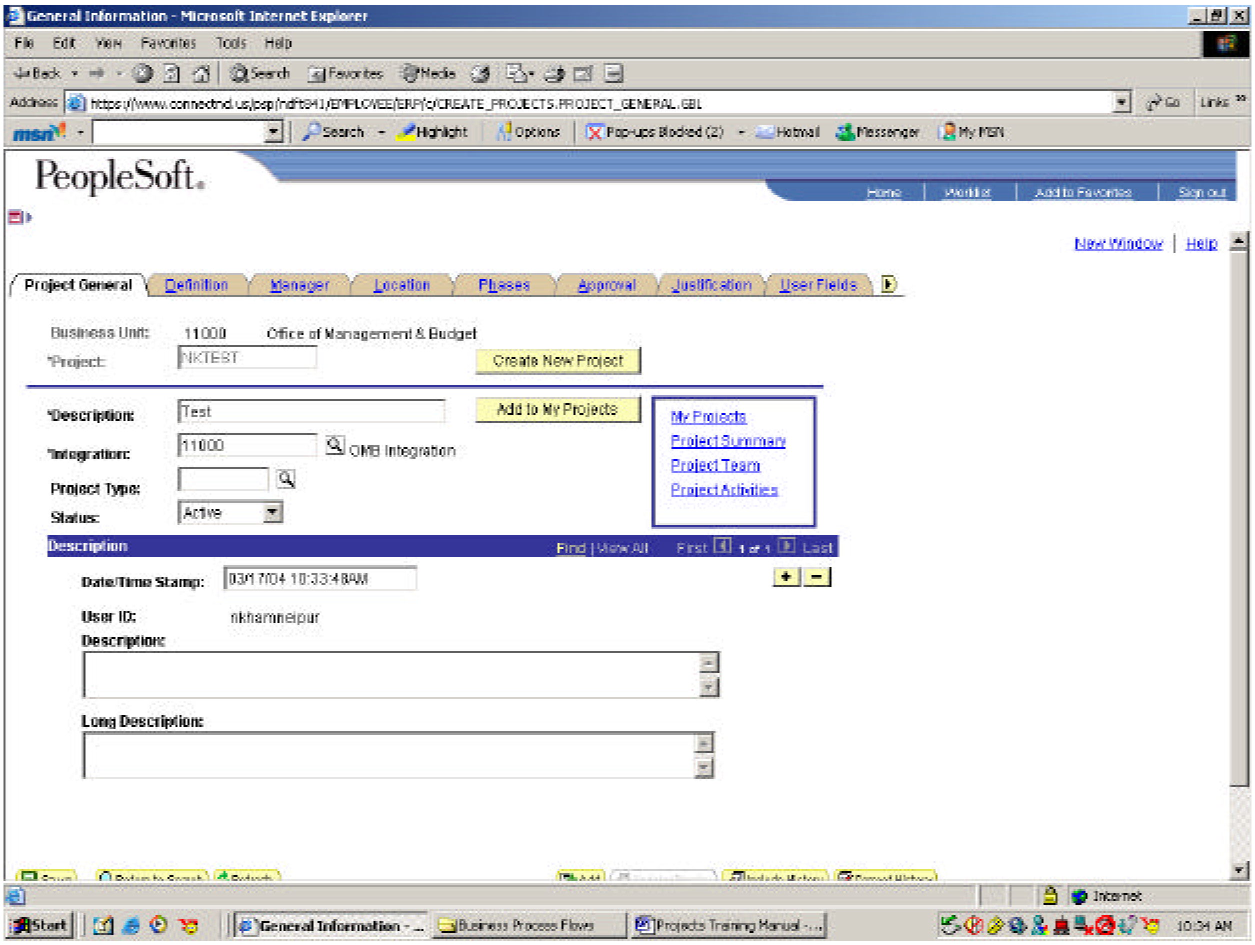
Projects > Projects > General Information

- Business Unit: Enter the appropriate Projects Business Unit. Click on the magnifying glass icon to see a list of valid values.



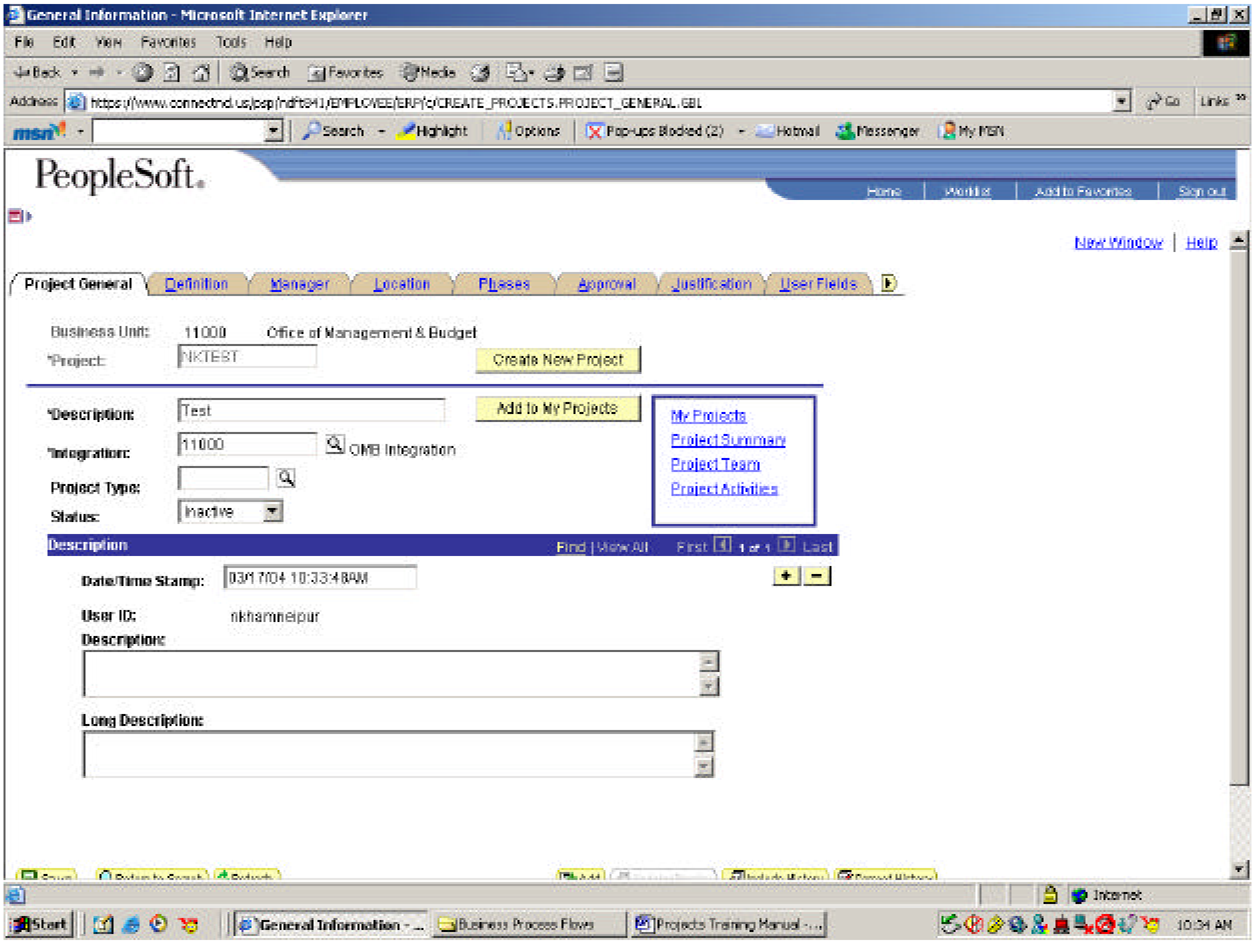
- Click Search.

- Select the Project within the Business Unit you want to inactivate.



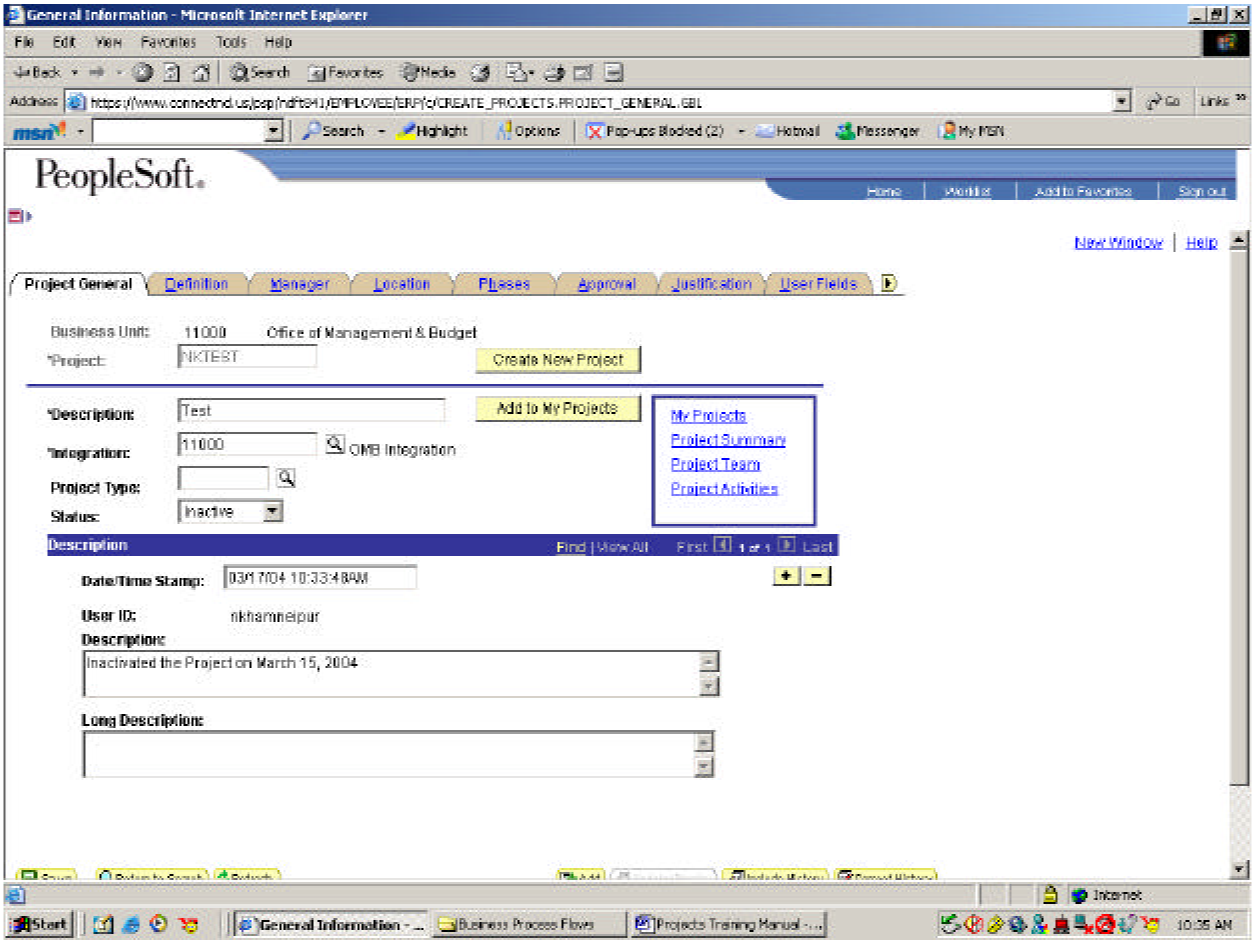
- Change the status to ‘Inactive’.

Status: Inactive



Note: The status of a project defaults to 'Active'. Change the status to Inactive when you do NOT want any subsystems to be able to send incoming information to this particular Project. This includes all activities tied to this project.

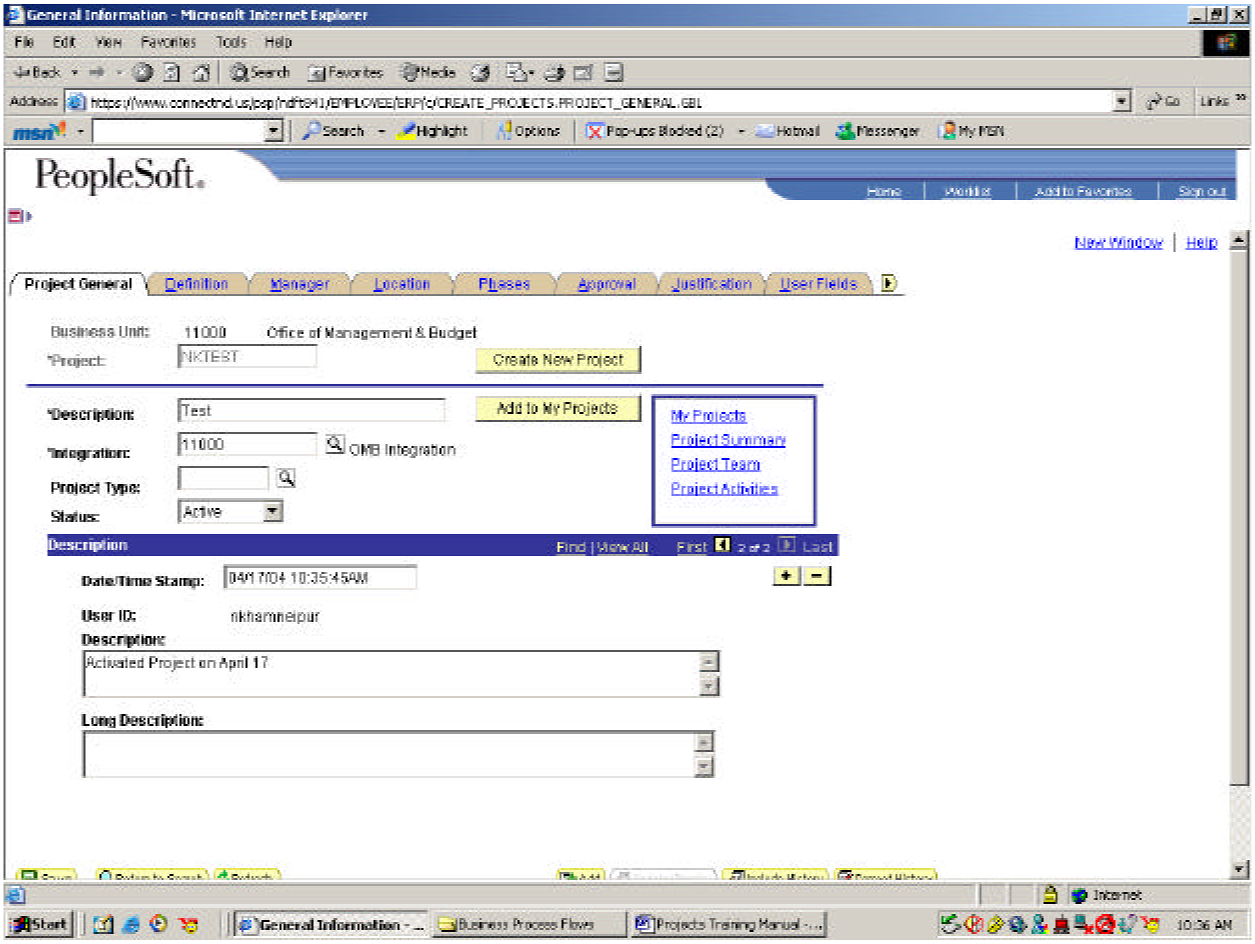
- Enter the appropriate date of the 'Inactivation' in the description field.



- This is informational and will allow you to have some record as to when this project was inactivated.

- Click Save.

- To re-activate a project once it has been inactivated, you must change the status to 'Active' and add a new row to the description by clicking the add icon +. Add relevant date information as to when the Project was re-activated in the new description field. This way a record will be kept as to the active history related to the project.


General Information - Microsoft Internet Explorer
PeopleSoft.
Home
Worklist
Add to Favorites
Sign out
New Window
Help
Project General
Definition
Manager
Location
Phases
Approval
Justification
User Fields
Business Unit: 11000 Office of Management & Budget
*Project: NKTEST
Create New Project
*Description: Test
Add to My Projects
*Integration: 11000 OMB Integration
Project Type:
Status: Active
My Projects
Project Summary
Project Team
Project Activities
Description
Find | View All
First 2 of 2 Last
Date/Time Stamp: 04/17/04 10:35:45AM
User ID: nkhamneipur
Description:
Activated Project on April 17
Long Description:

- Click Save.

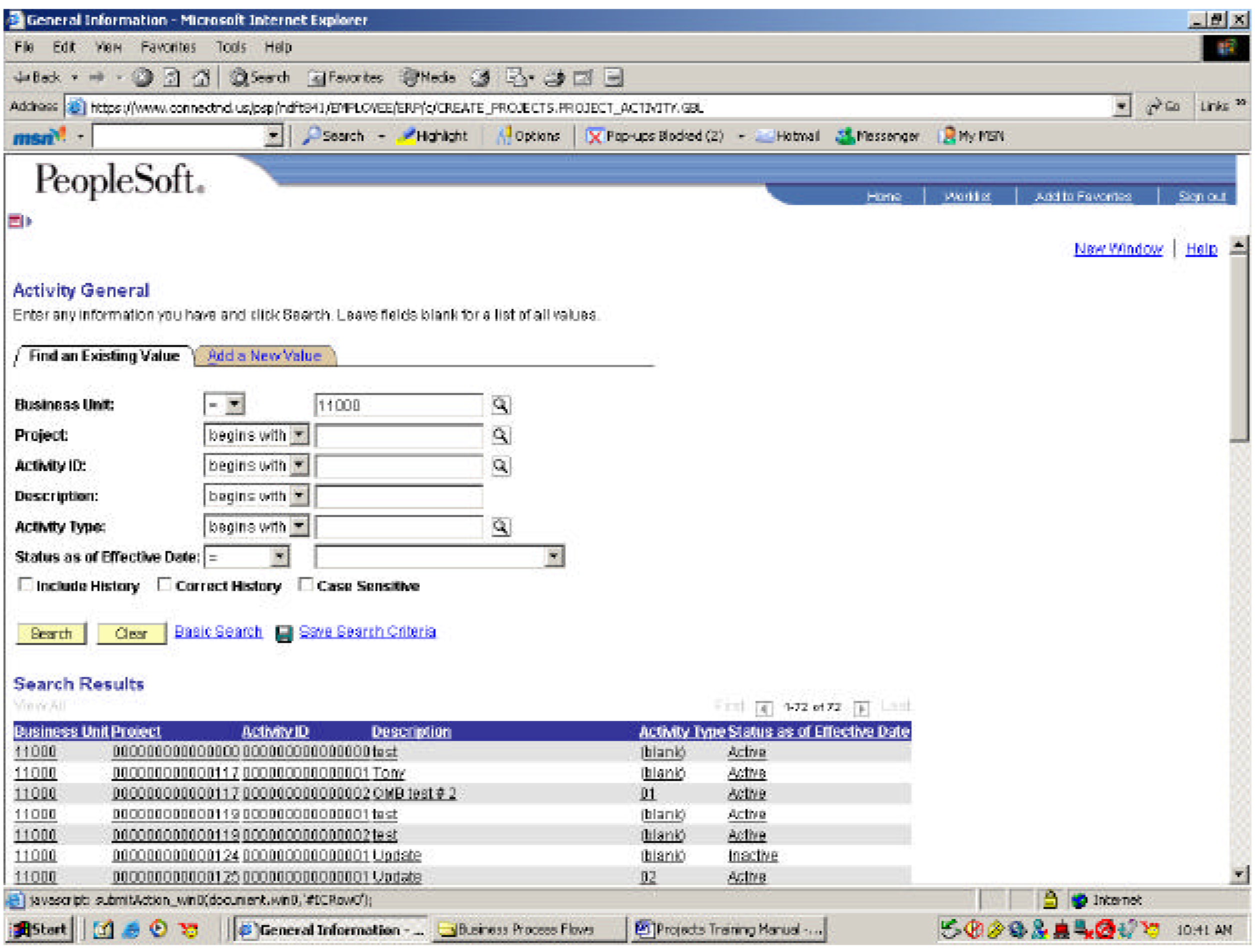
Inactivating Activities

Project > Activities > General Information

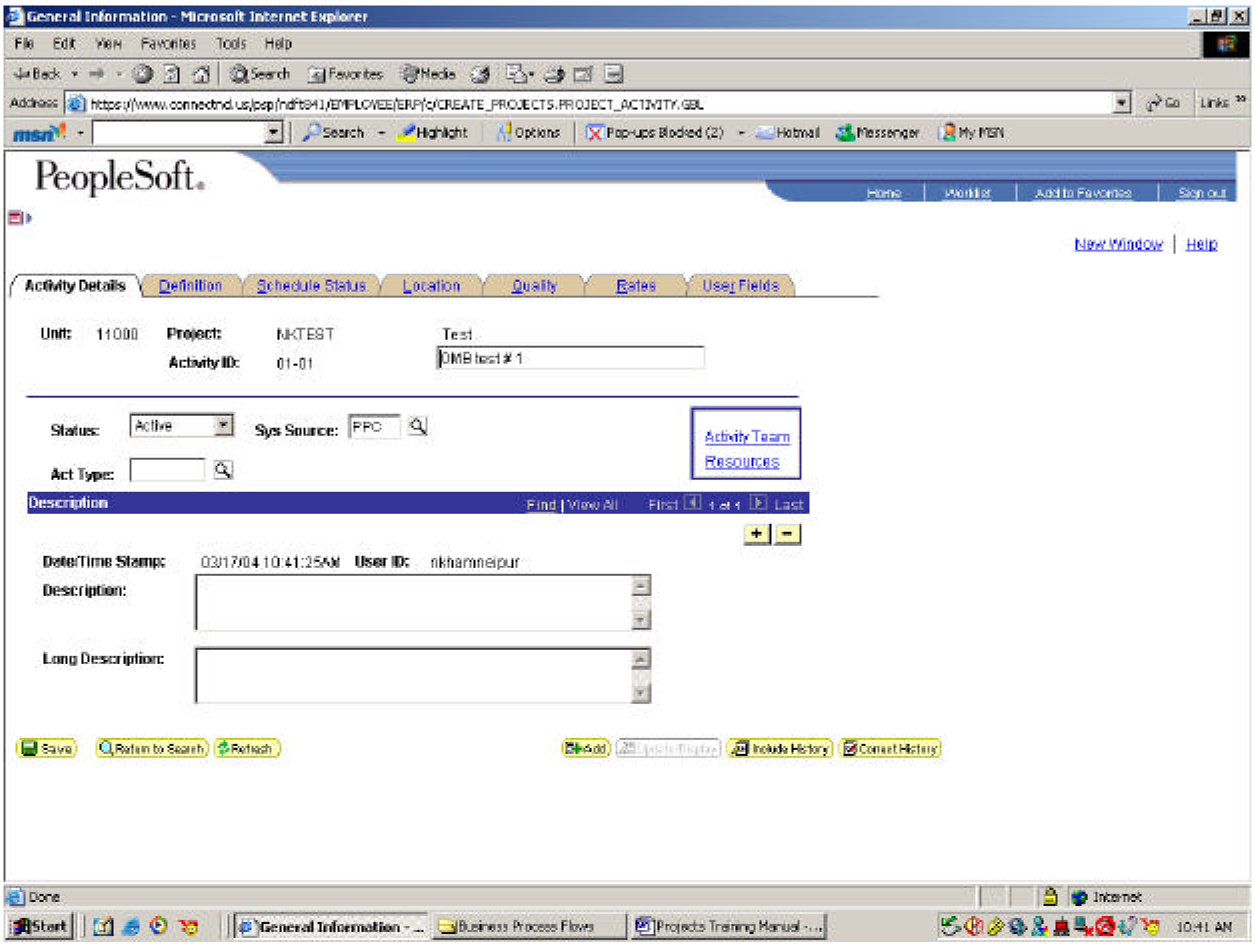
Note: Inactivating a specific Activity within the project will not allow subsystems to choose or process data for that Project / Activity combination.

- Business Unit: Enter the appropriate Projects Business Unit. Click on the magnifying glass icon to see a list of valid values.

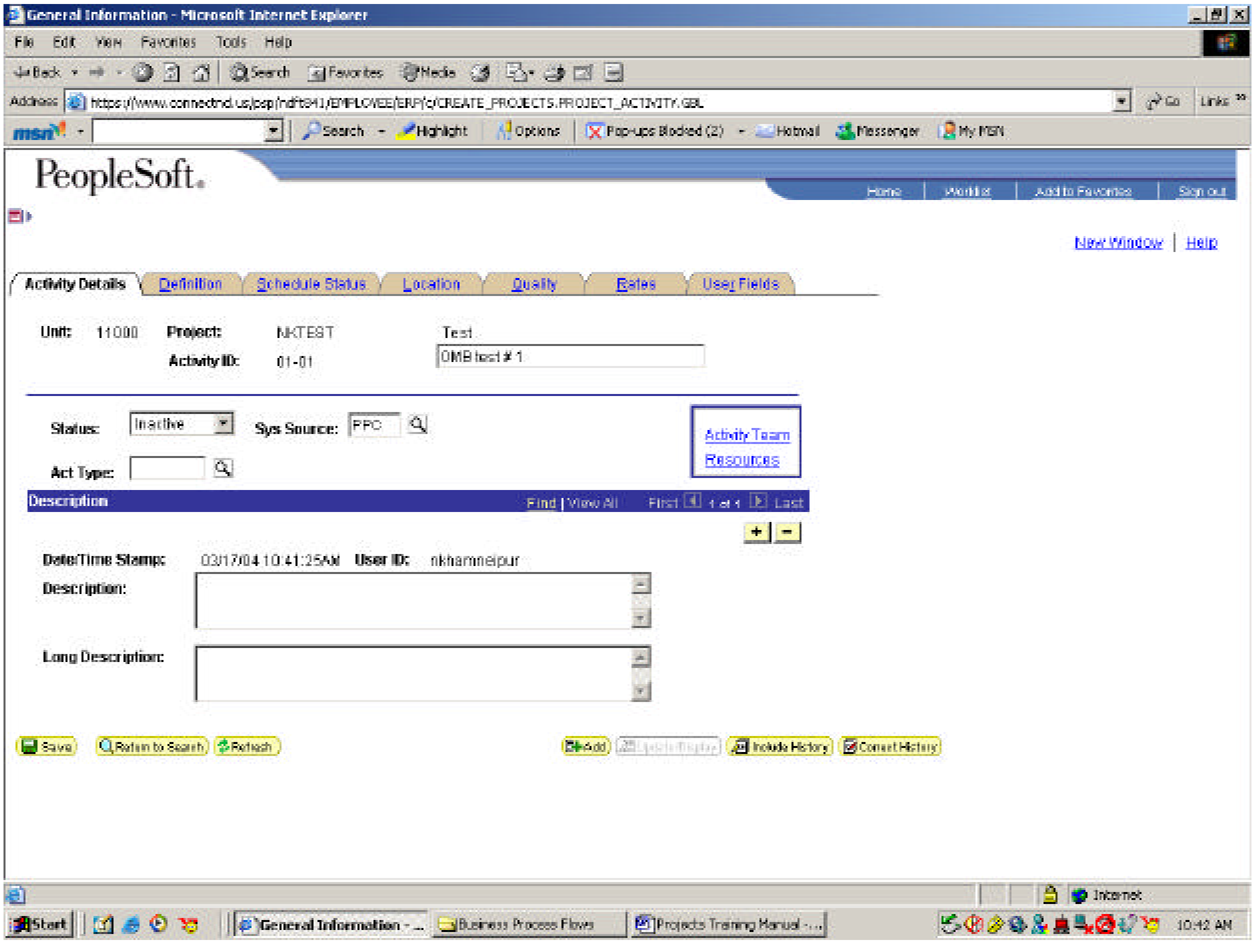
- Click Search.



- Select the Activity with the Project that you want to inactivate.

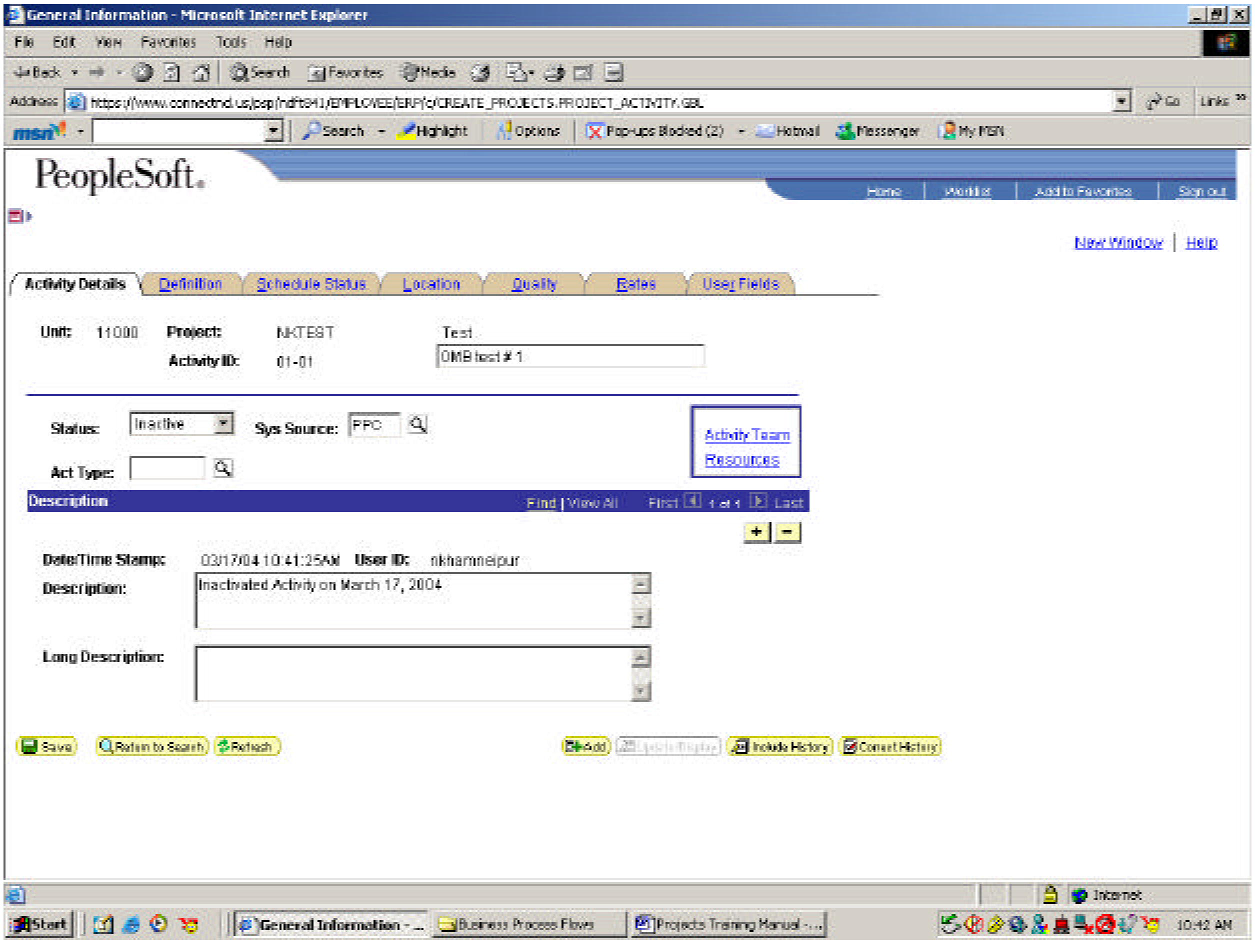


- Change the status to 'Inactive'.

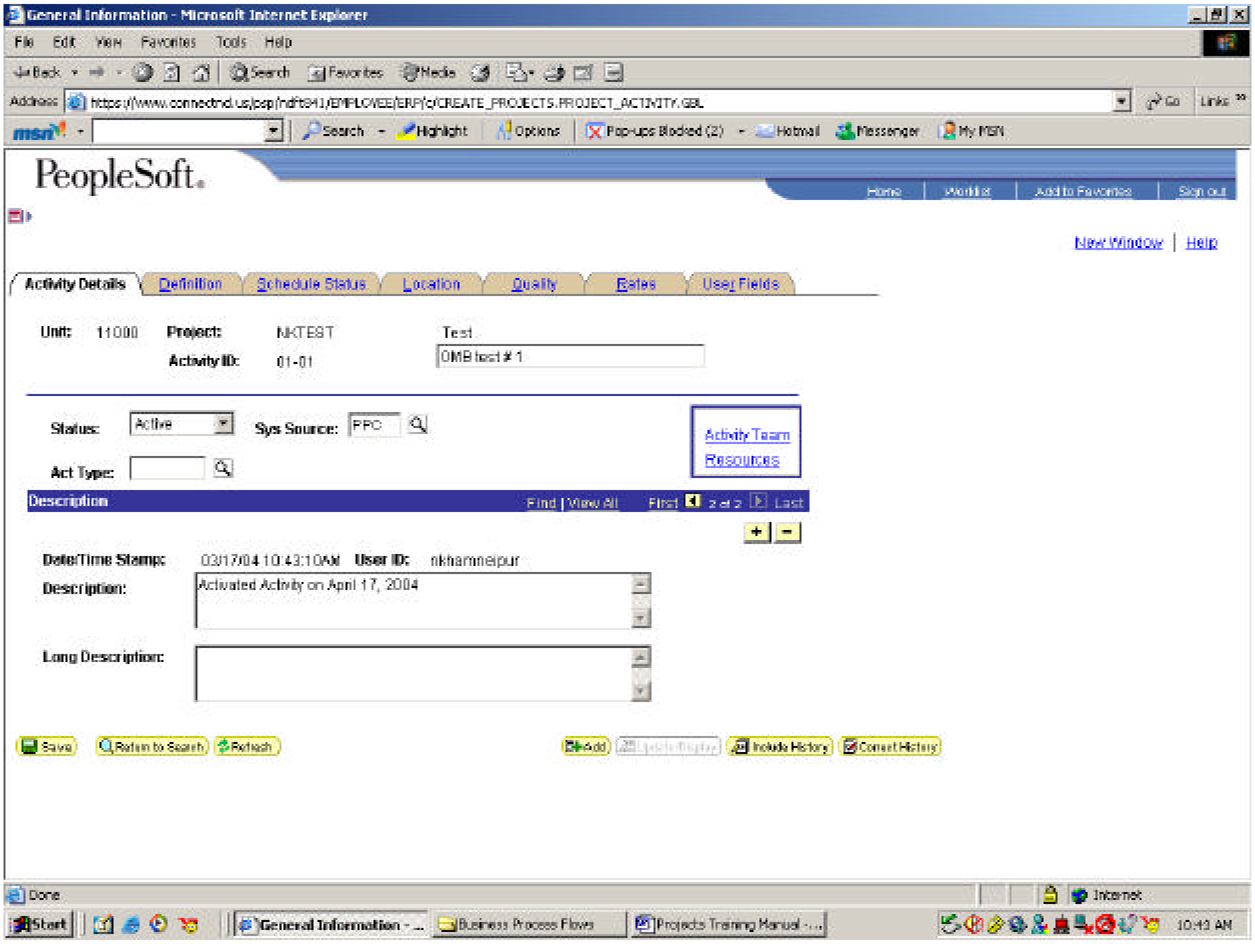


Note: The status of an activity defaults to 'Active'. Change the status to Inactive when you do NOT want any subsystems to be able to send incoming information to this particular Project Activity.

- Enter the appropriate date of the 'Inactivation' in the description field.



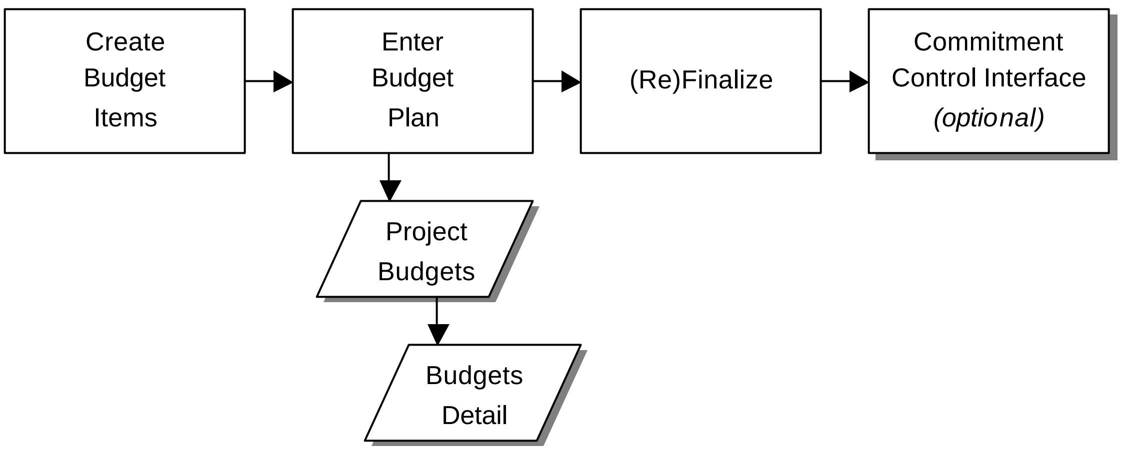
- This is informational and will allow you to have some record as to when this project was inactivated.
- Click Save.
- To re-activate a project activity once it has been inactivated, you must change the status to 'Active' and add a new row to the description by clicking the add icon +. Add relevant date information as to when the Project Activity was re-activated in the new description field. This way a record will be kept as to the active history related to the project activity.



- Click .

Project Budget

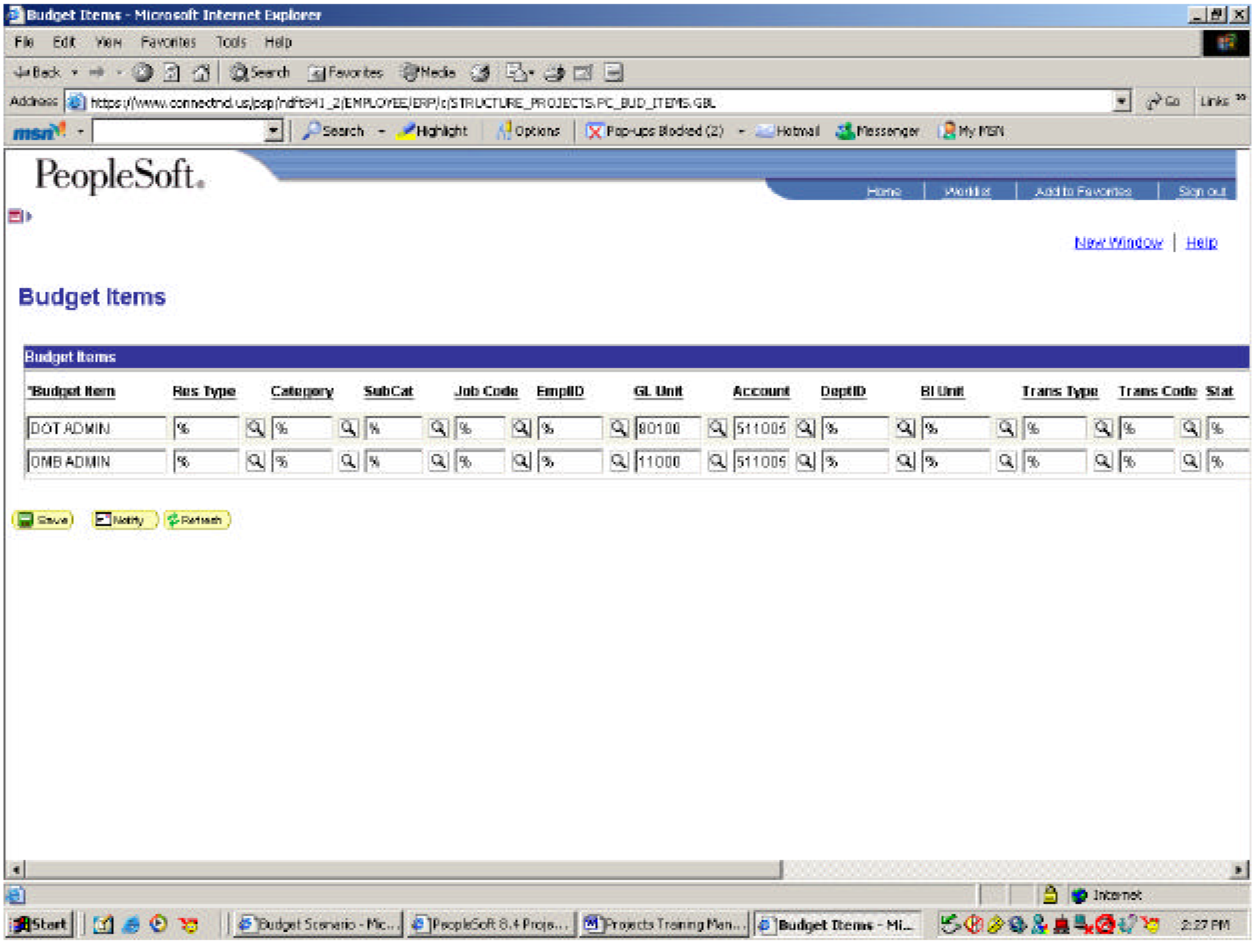
- Project Budgets allow you to define and track project expenses at a very granular level.
- Budget amounts are specified by Activity, user defined period, and user defined budget item.
- Budget items can be specified to the individual field within a resource row.
- There are three components to a Project Budget as shown in the diagram below.



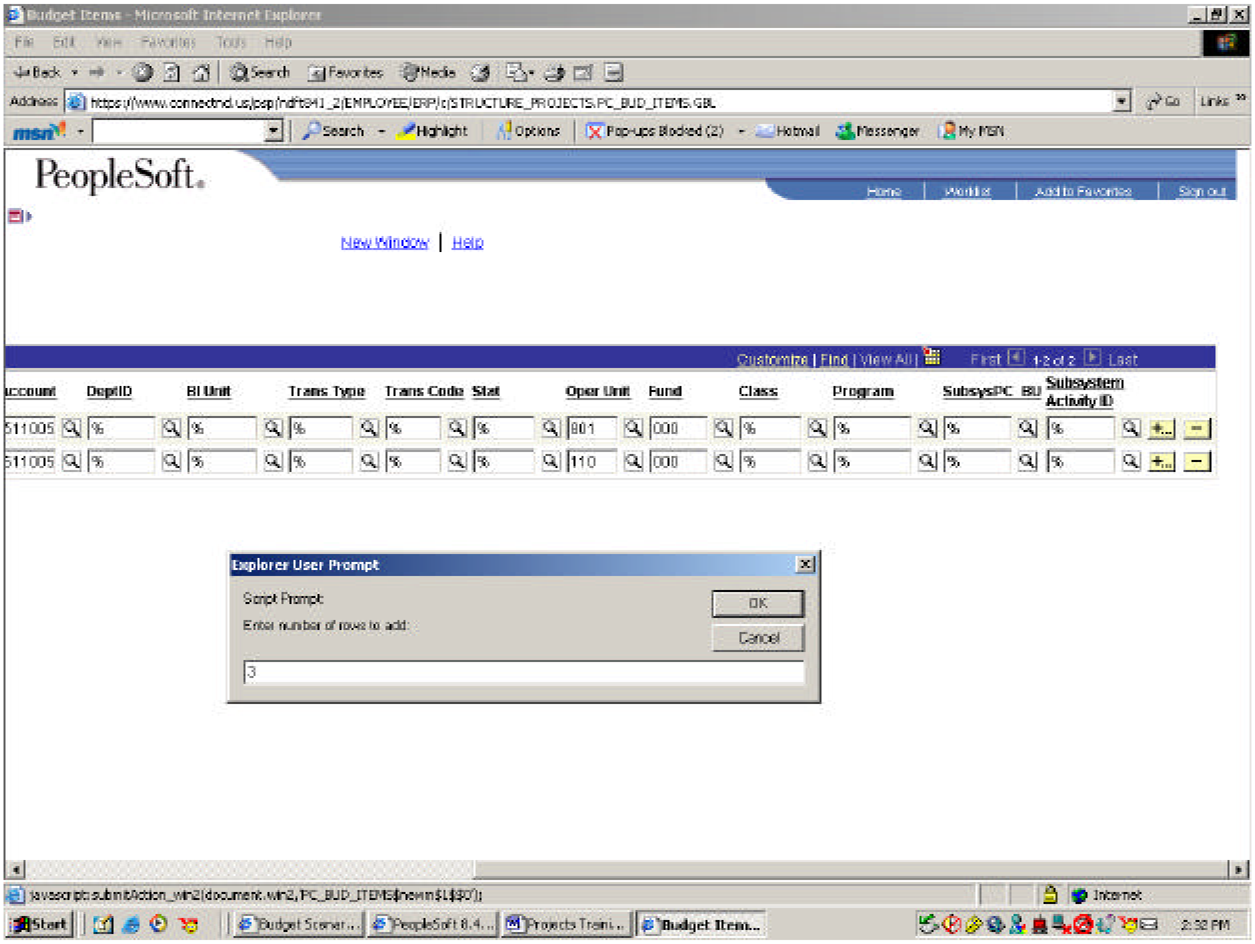
Budget Items

- Budget Items define the resource transactions or groups of transactions for which you wish to budget. These Budget items represent a list of possible resource transactions to be created on the PROJ_RESOURCE table.

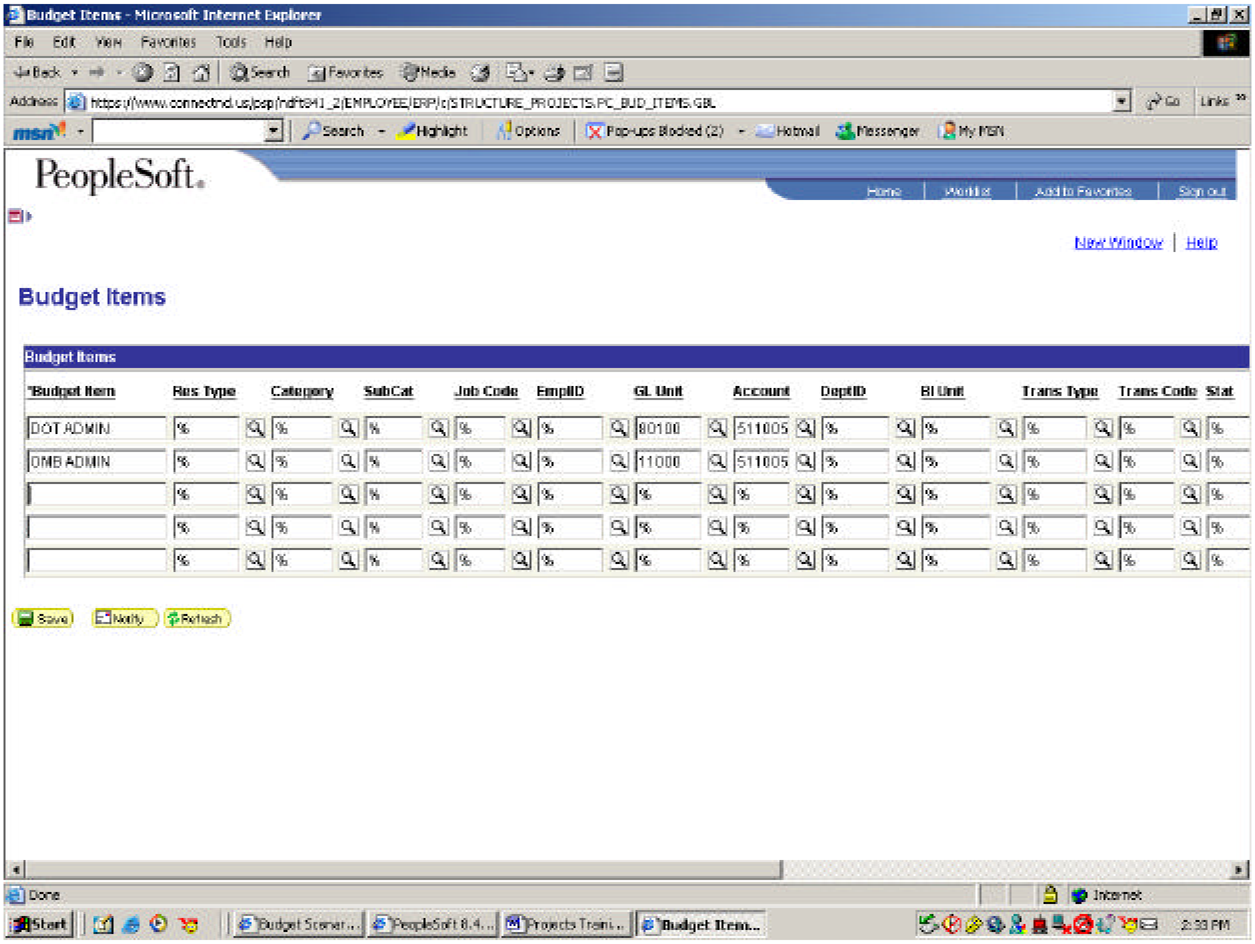
Setup Financials / Supply Chain > Product Related > Projects > General Options > Budget Items



- Budget Item: Enter an identifier for the Budget Item.
- Enter any relevant information in terms of GL Unit, Account, DeptID, etc.
- Click the add icon +... to add additional rows.
- You will be prompted to enter the number of lines you want to add.



- Enter the number of rows to add and click OK.

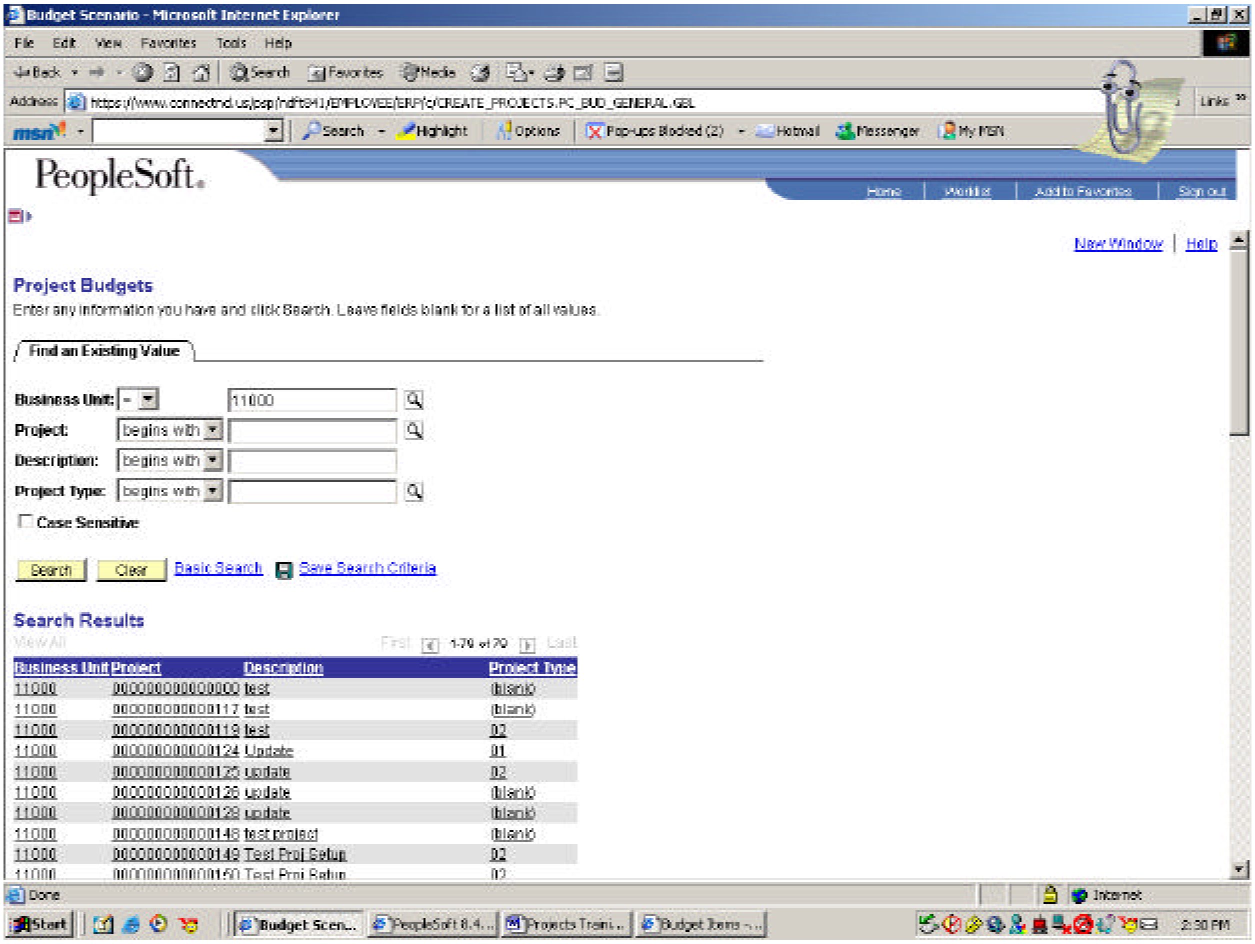


- Budget Item: Enter an identifier for the Budget Item.
- Enter any relevant information in terms of GL Unit, Account, DeptID, etc.
- Click .

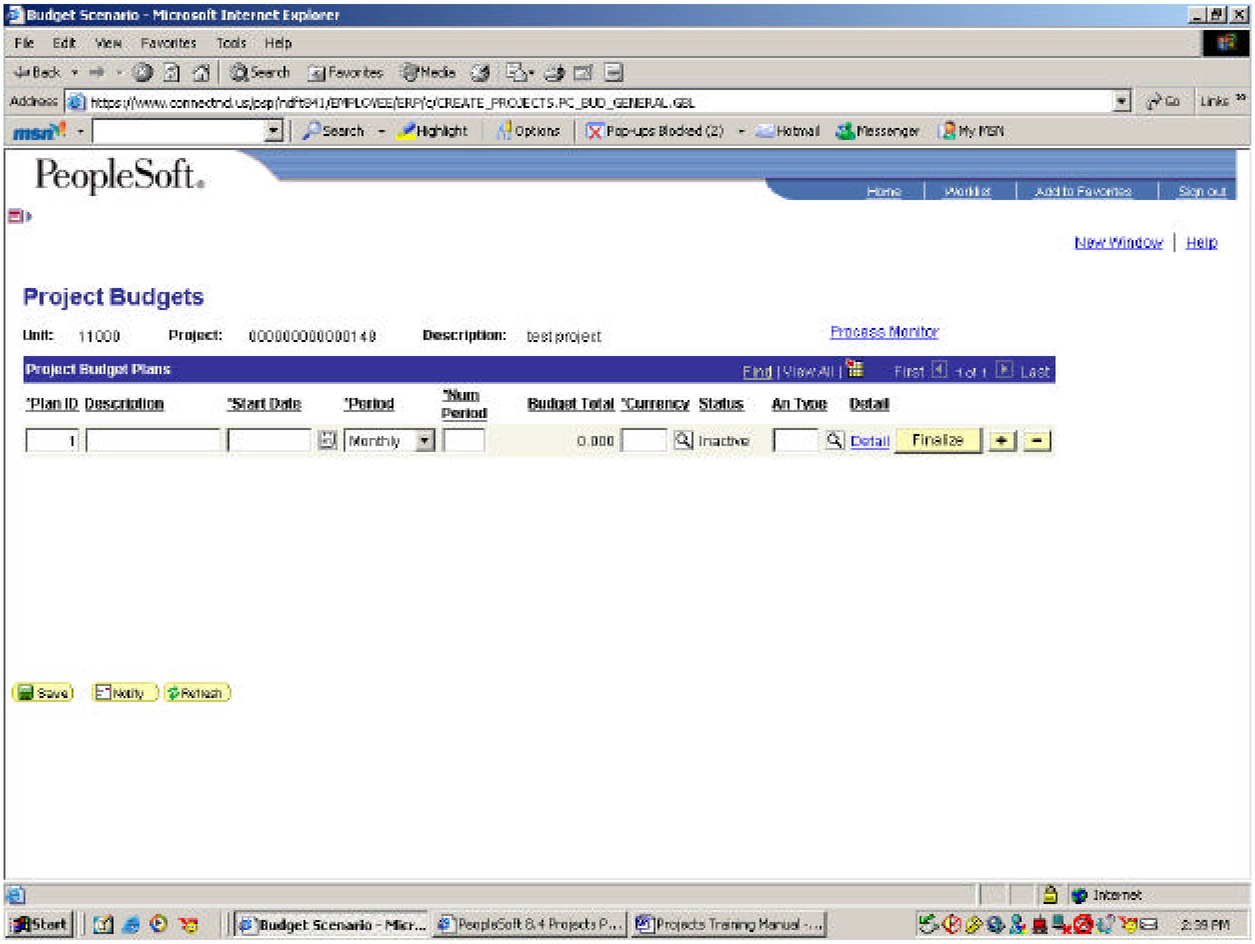
Budget Scenario & Budget Detail

- The Budget Scenario, also called the Budget Plan, defines the framework for the budget. You will define the type and number of periods over which you will define a budget. The Budget Detail page will pre-populate the number of budget periods you specified on the Project Budgets page.

Projects > Budgeting > Budg et Scenario



- Business Unit: Project Business Unit. Click on the magnifying glass icon to see a list of valid values.
- Project: Project ID. Click on the magnifying glass icon to see a list of valid values.
- Click Search.
- Select the appropriate Project to Budget.



- Plan ID: Identifies a budget plan for a given project. Once the plan is saved, this field is display only.

- Description: Budget Description.

- Start Date: Start date for the Budget period.

- Period: The budget period identifies the interval in which the budget plan will be tracked.

- Num Period: Defines the number of periods for the budget plan. The maximum allowed is 52, regardless of the value in the Period field.

- Currency: USD

- Status: Plan status is a display only field and defaults to *Inactive*.

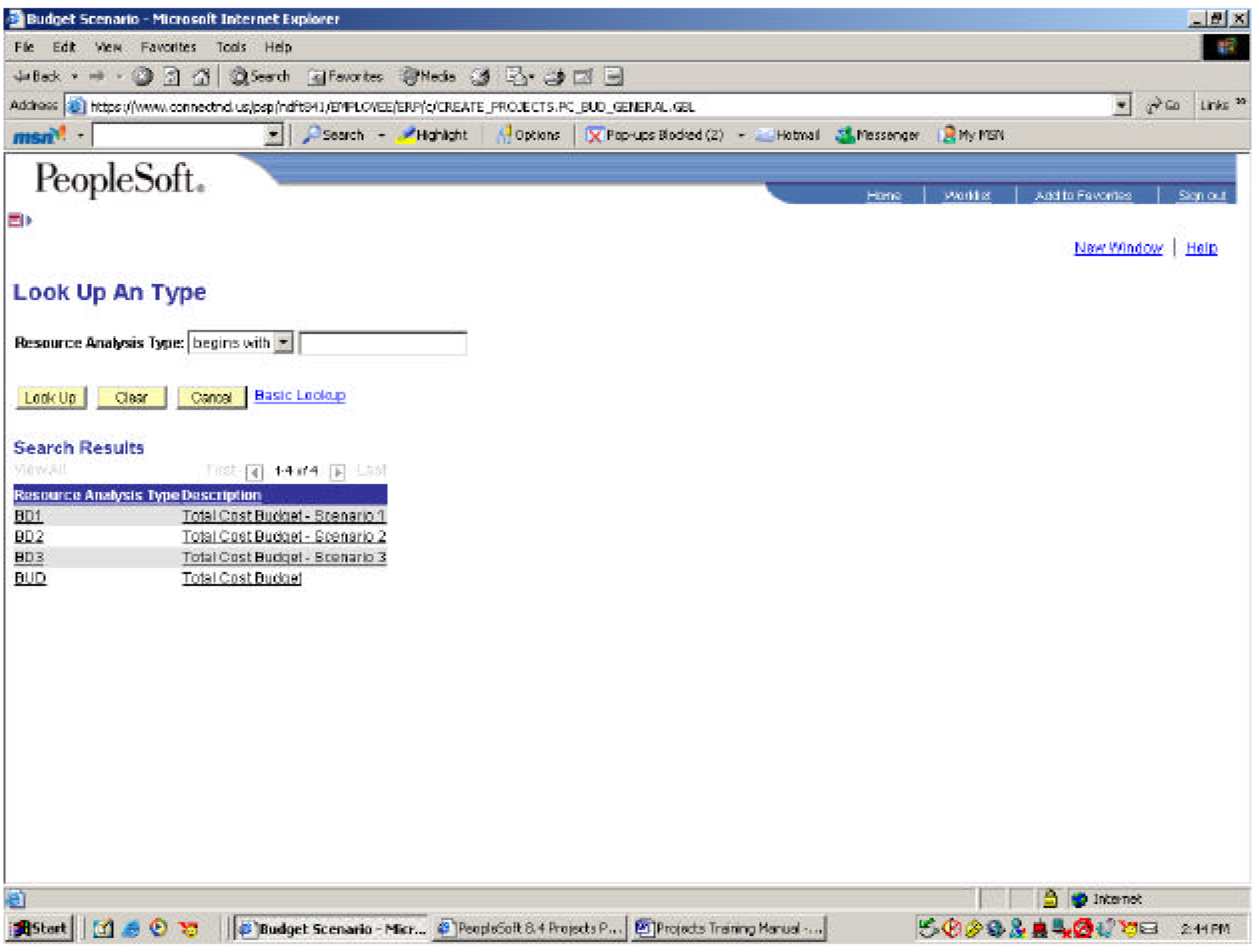
- The plan status is changed to *Active* when the finalization process is completed successfully.

- Only one budget plan may be active at any given time.

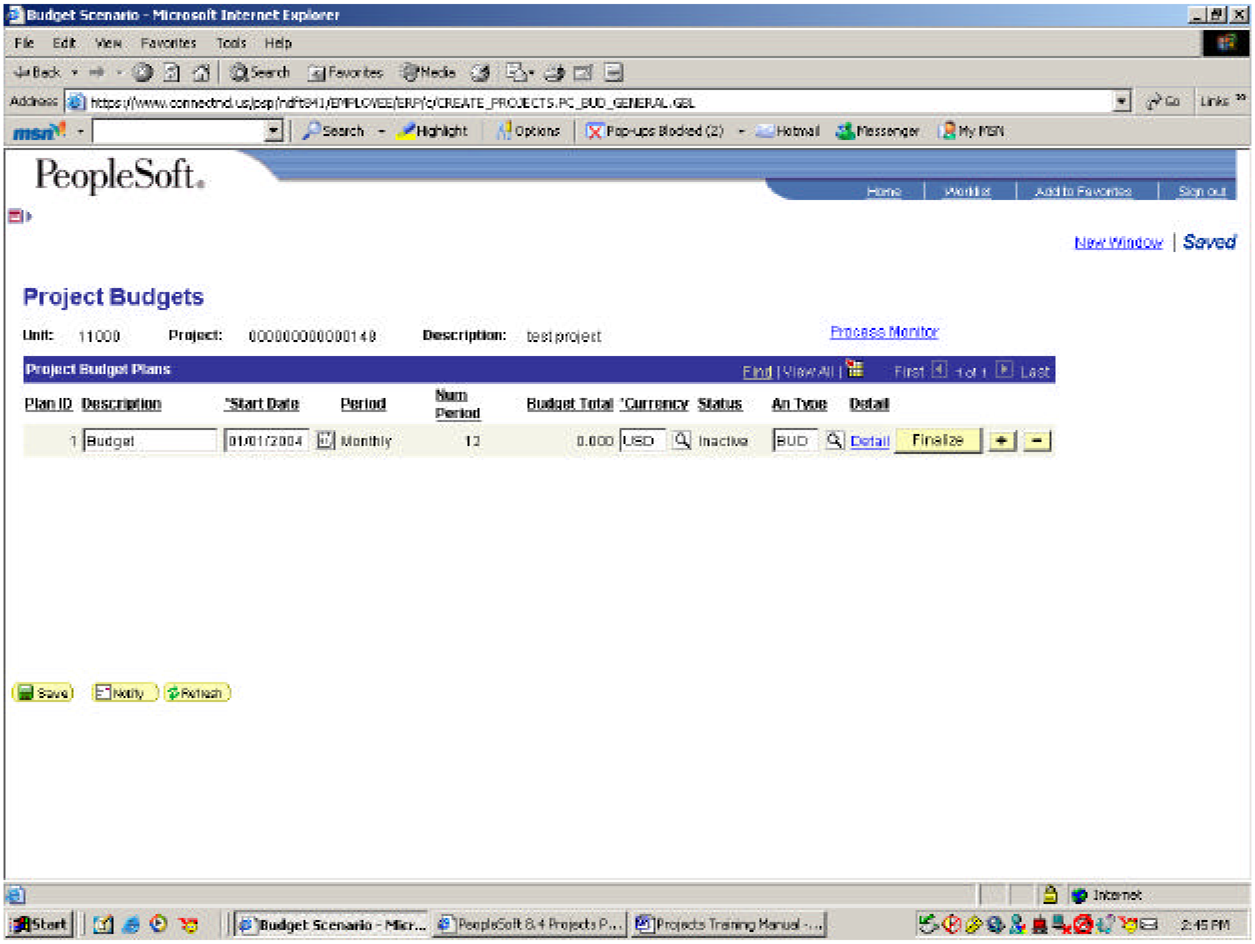
- If the user changes a budget plan after it has been finalized, the user must press the Re-Finalize button to send updated information to PROJ_RESOURCE.

- If the user presses Save instead of Re-Finalize, the status of the budget plan will be changed to *Modified*. This indicates that the budget plan has been modified and is no longer in sync with PROJ_RESOURCE information. In such cases, the budget plan should be re-finalized.

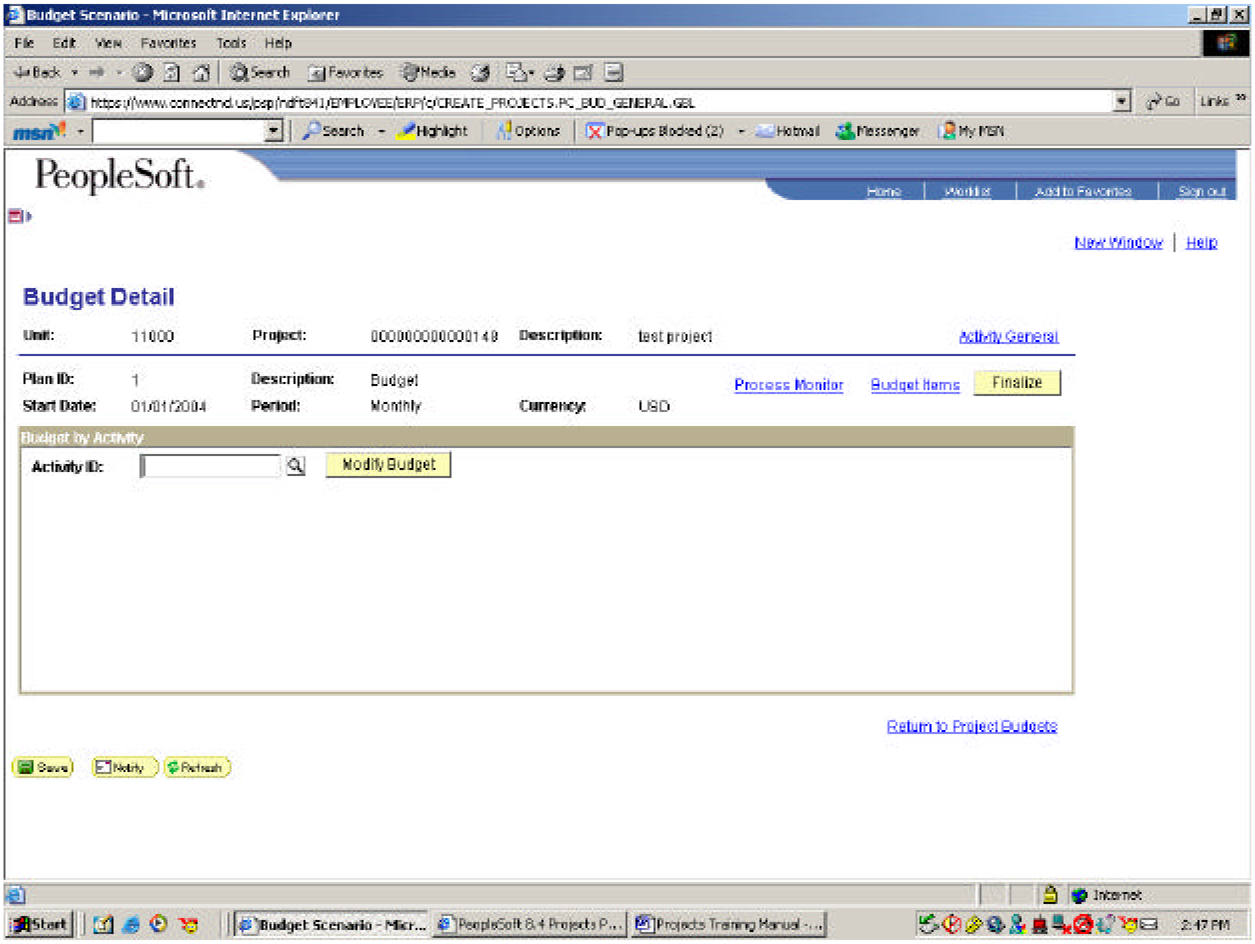
- Analysis Type: Analysis type used when writing rows to PROJ_RESOURCE during the finalization process. Choices are:



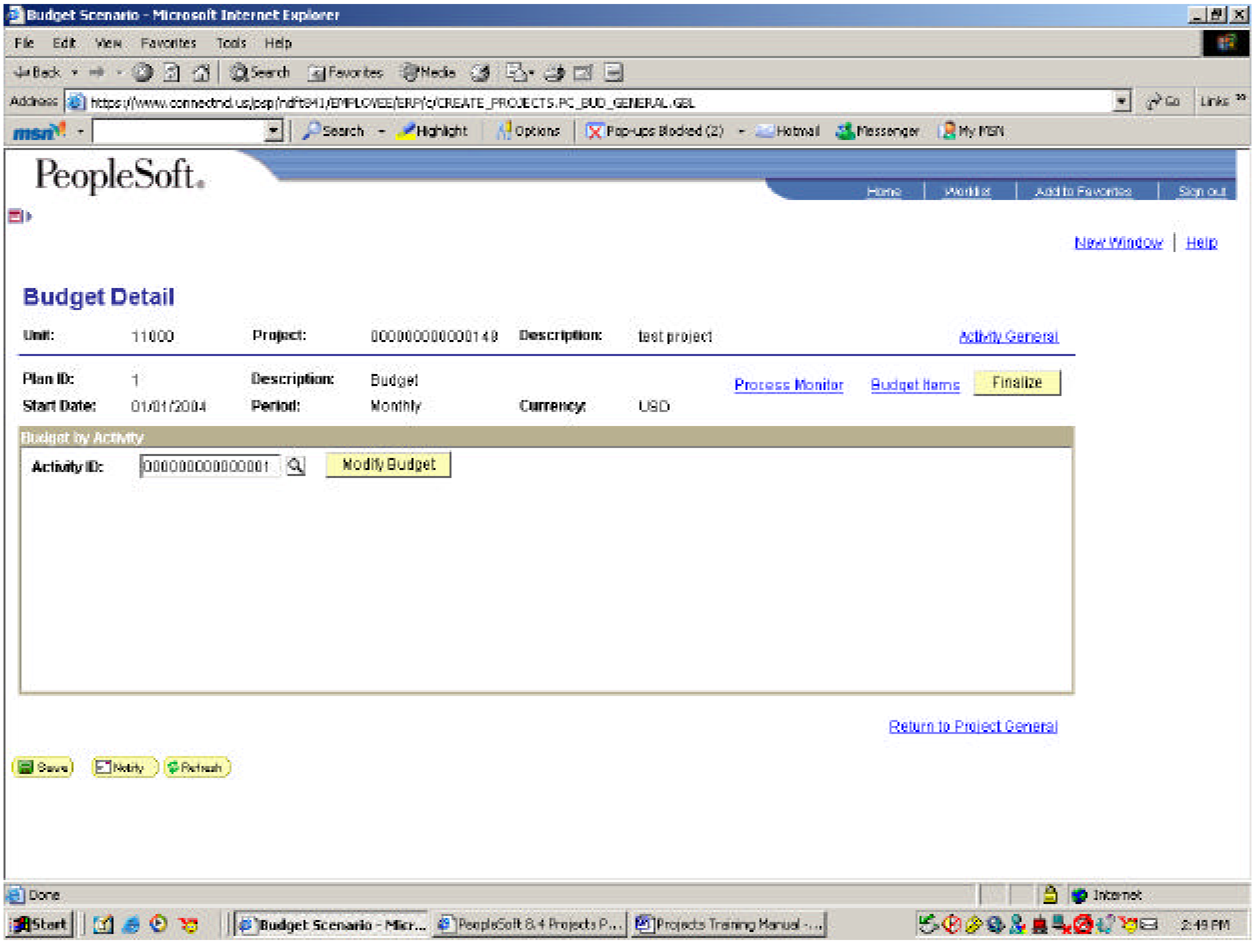
- Click Save.



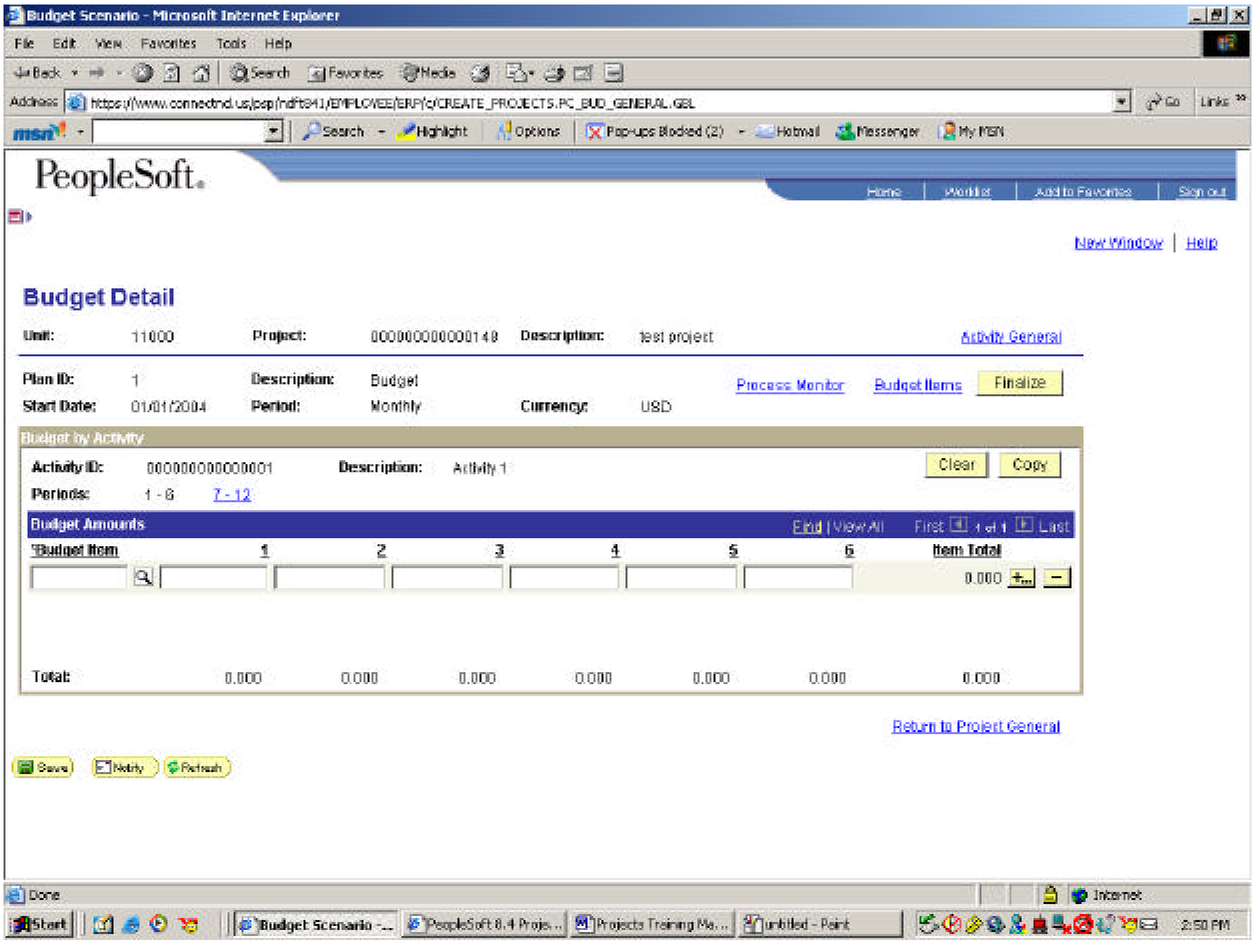
- Click on the Detail hyperlink: Link to the Budget Detail page for the given plan.



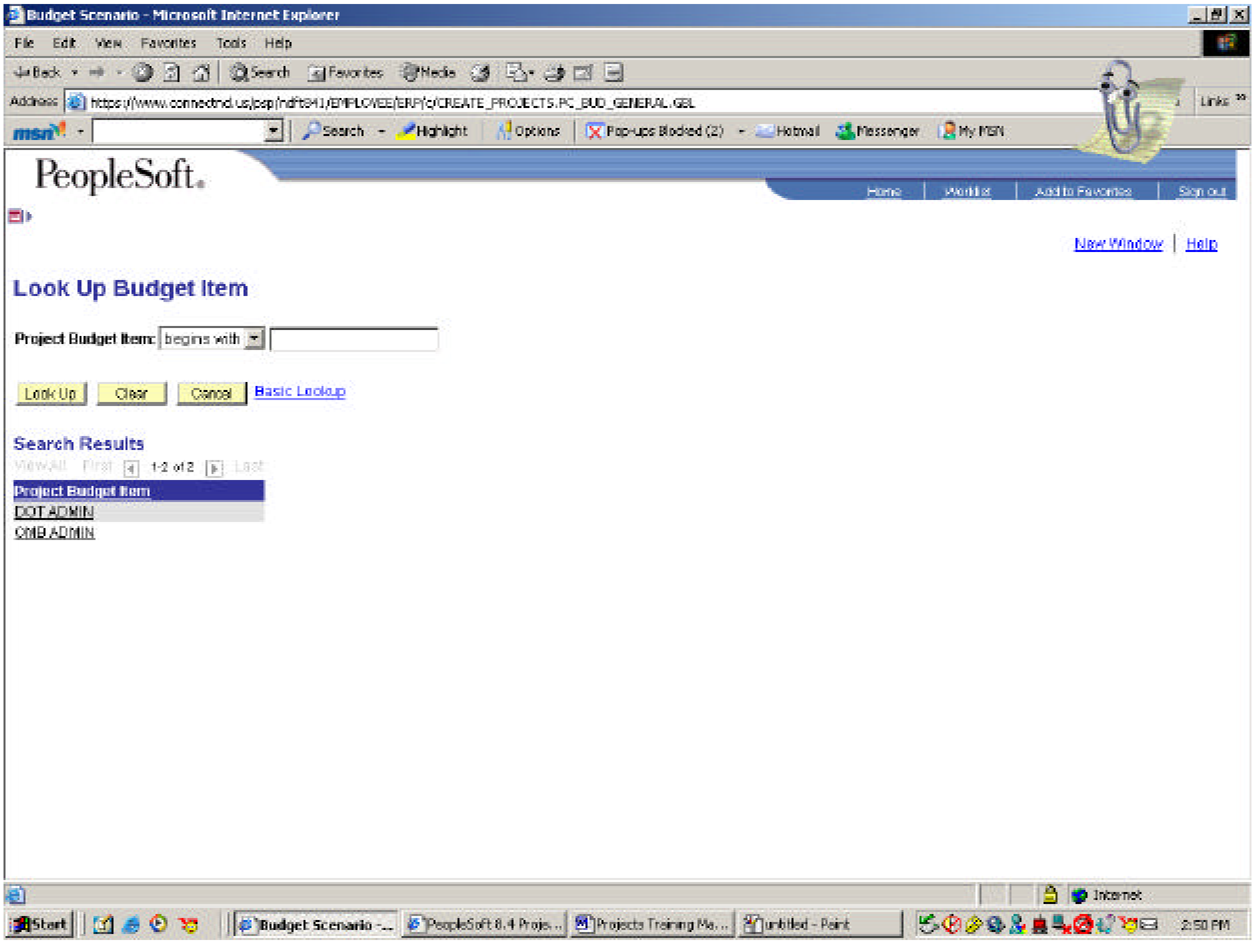
- Choose an Activity ID. Click on the magnifying glass icon to see a list of valid values.



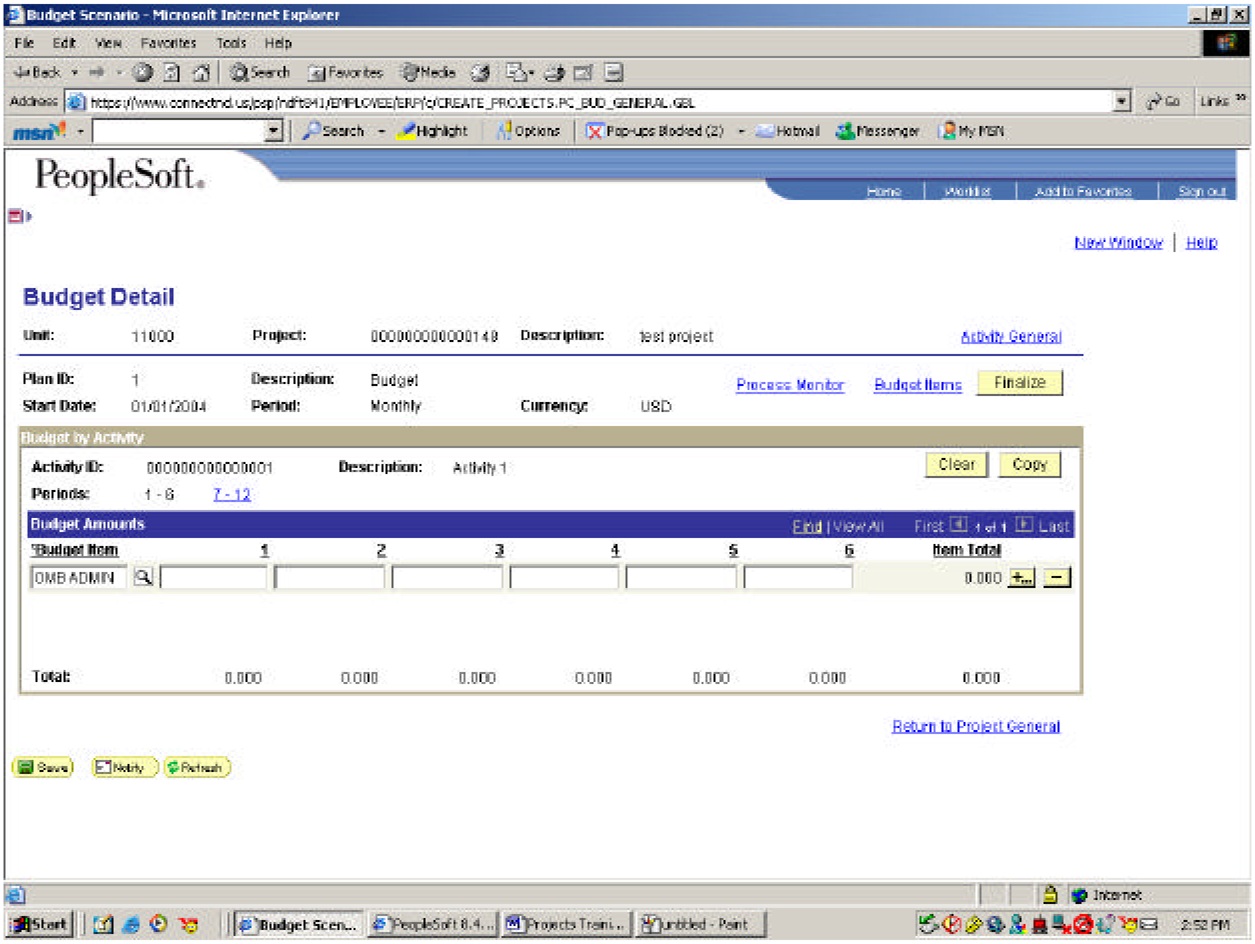
- Click the Modify Budget button.



- Select the appropriate Budget Item. Click on the magnifying glass icon  to see a list of valid values.

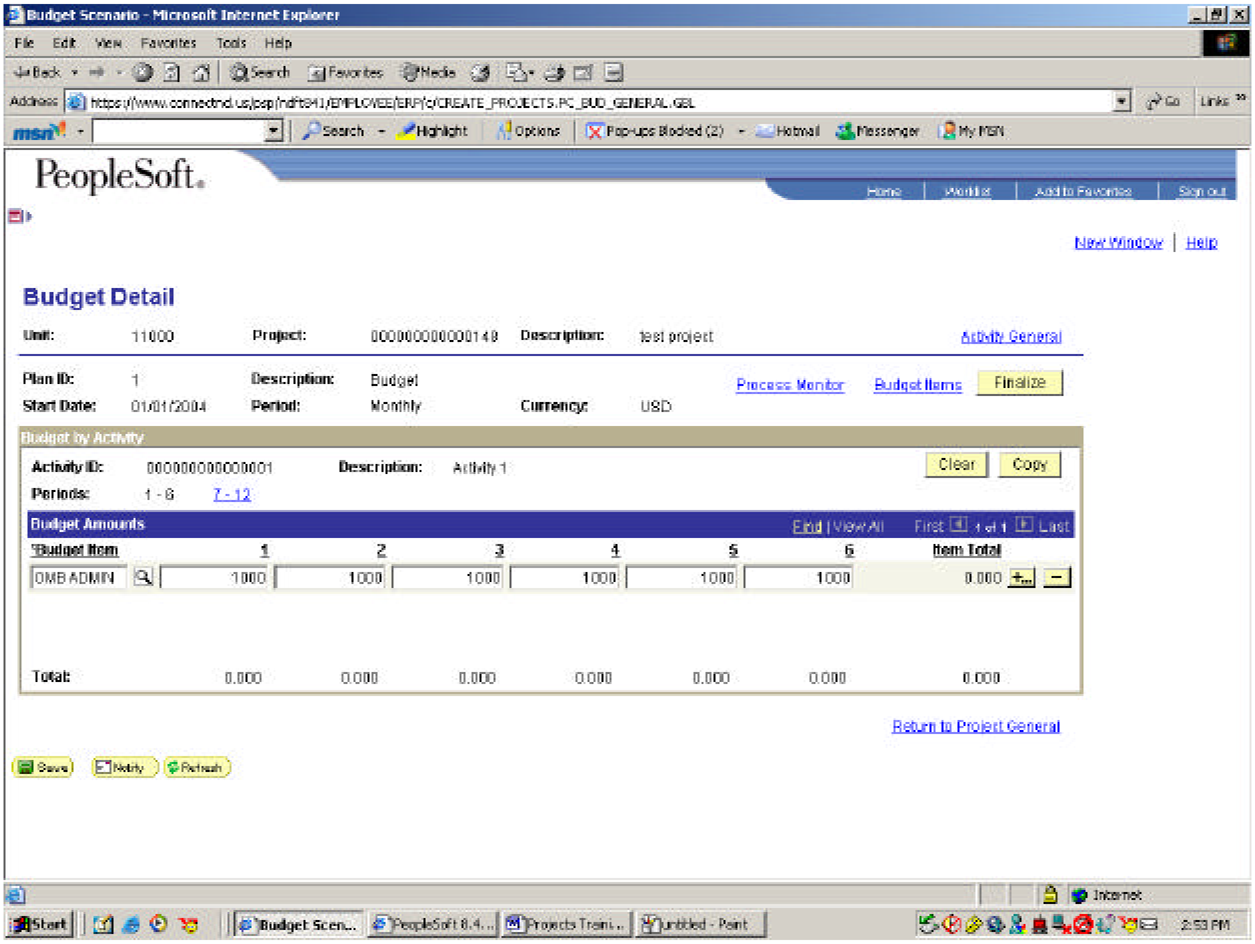


Note: These Budget Items were the ones setup previously.

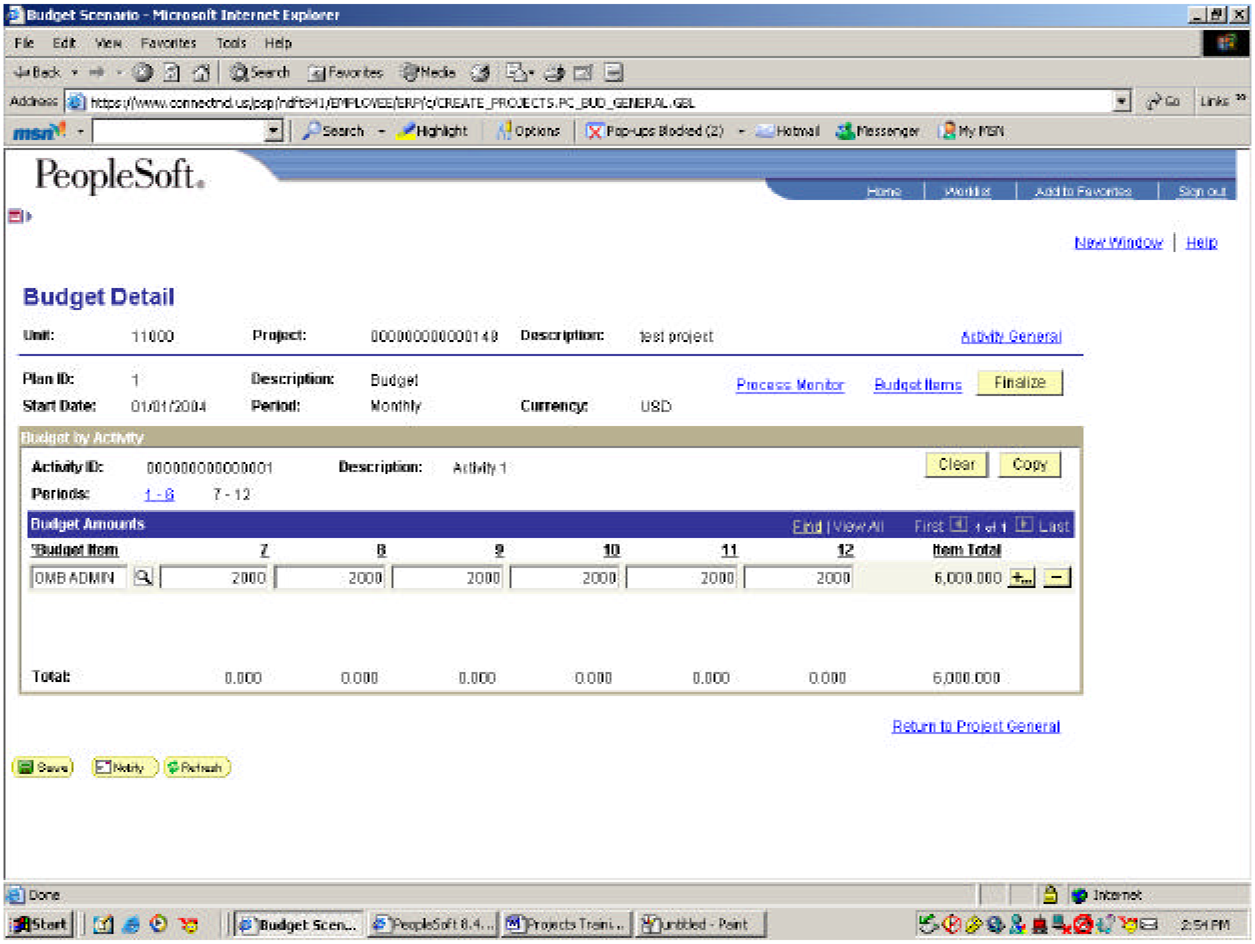


Note: There are 12 periods to use for budgeting because we specified on the Budget Scenario page that we wanted to budget for 12 monthly periods.

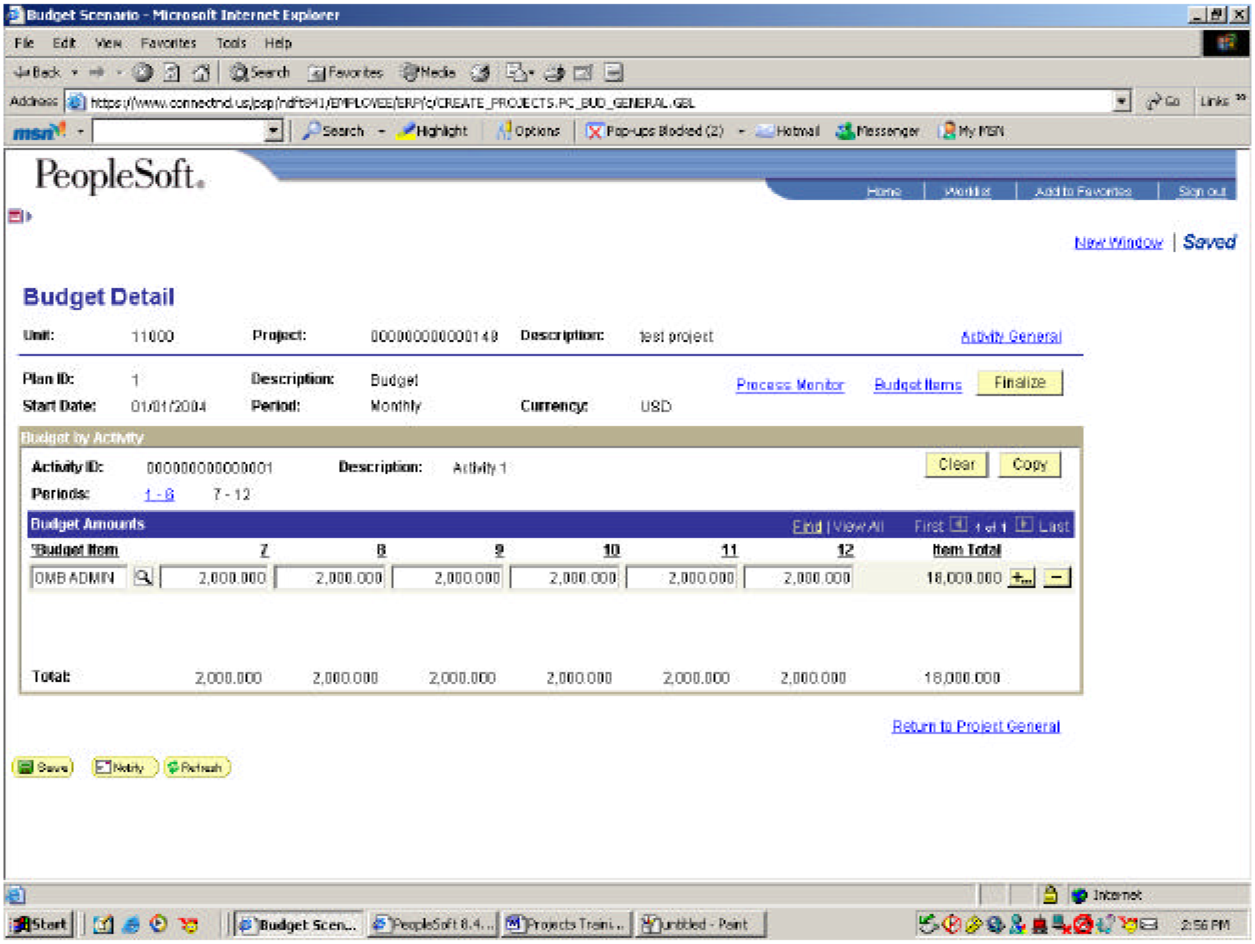
- Enter the budget dollar amount for each period.



- Click on the hyperlink to access the additional periods.


Budget Scenario - Microsoft Internet Explorer
PeopleSoft.
Home | Worklist | Add to Favorites | Sign out
New Window | Help
Budget Detail
Unit: 11000
Project: 000000000000140
Description: test project
Activity General
Plan ID: 1
Description: Budget
Start Date: 01/01/2004
Period: Monthly
Currency: USD
Process Monitor
Budget Items
Finalize
Budget by Activity
Activity ID: 000000000000001
Description: Activity 1
Periods: 1 - 6 7 - 12
Clear
Copy
Budget Amounts
Find | View All
First 1 of 1 Last
*Budget Item 7 8 9 10 11 12 Item Total
OMB ADMIN 2000 2000 2000 2000 2000 2000 6,000.000
Total: 0.000 0.000 0.000 0.000 0.000 0.000 6,000.000
Return to Project General
Save
Notify
Refresh
Done
Internet
2:54 PM

- Click Save.

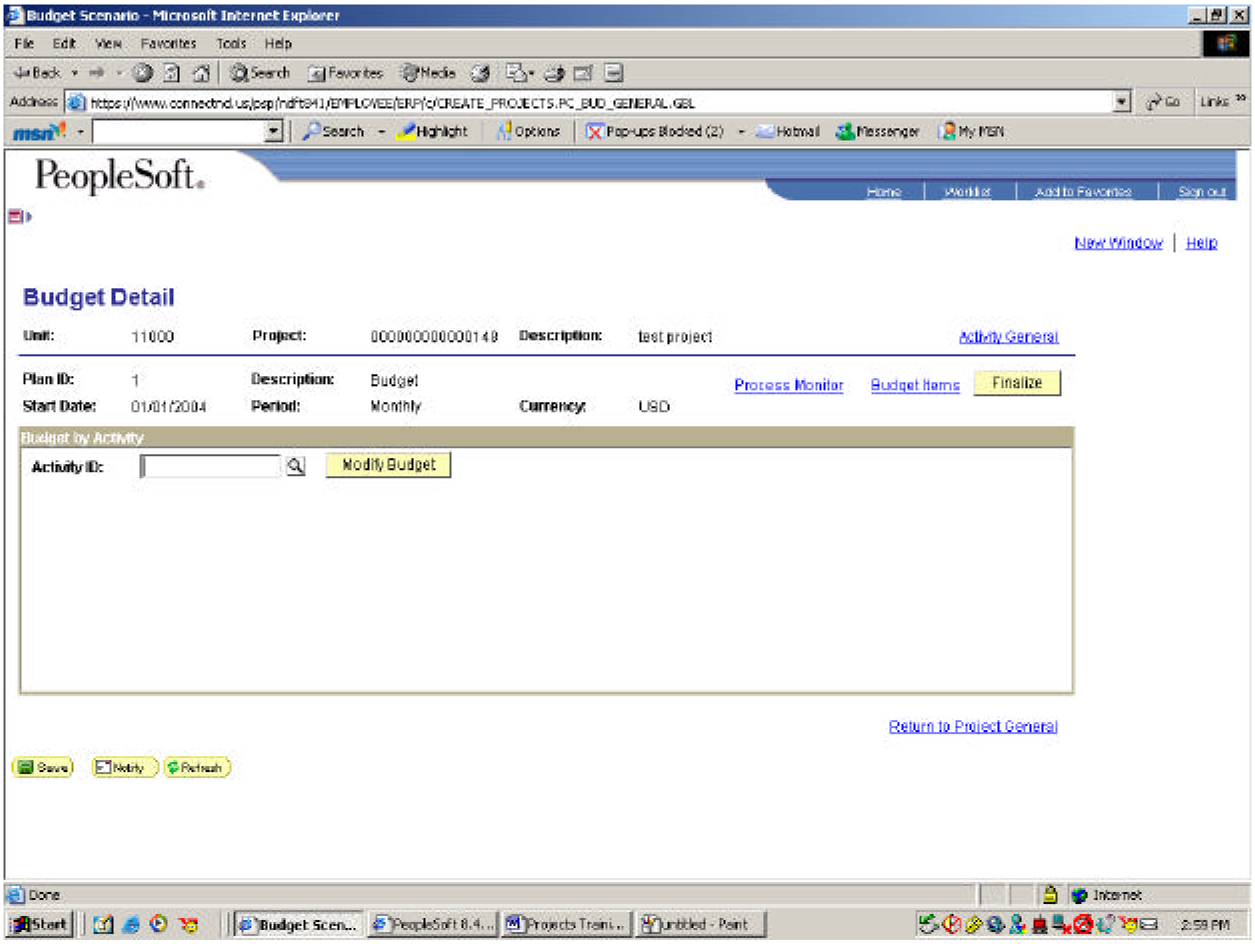


- Click the Activity General hyperlink to be navigated to the Activity General search page for the project. There the user can view or create an activity on the Activity Details page.

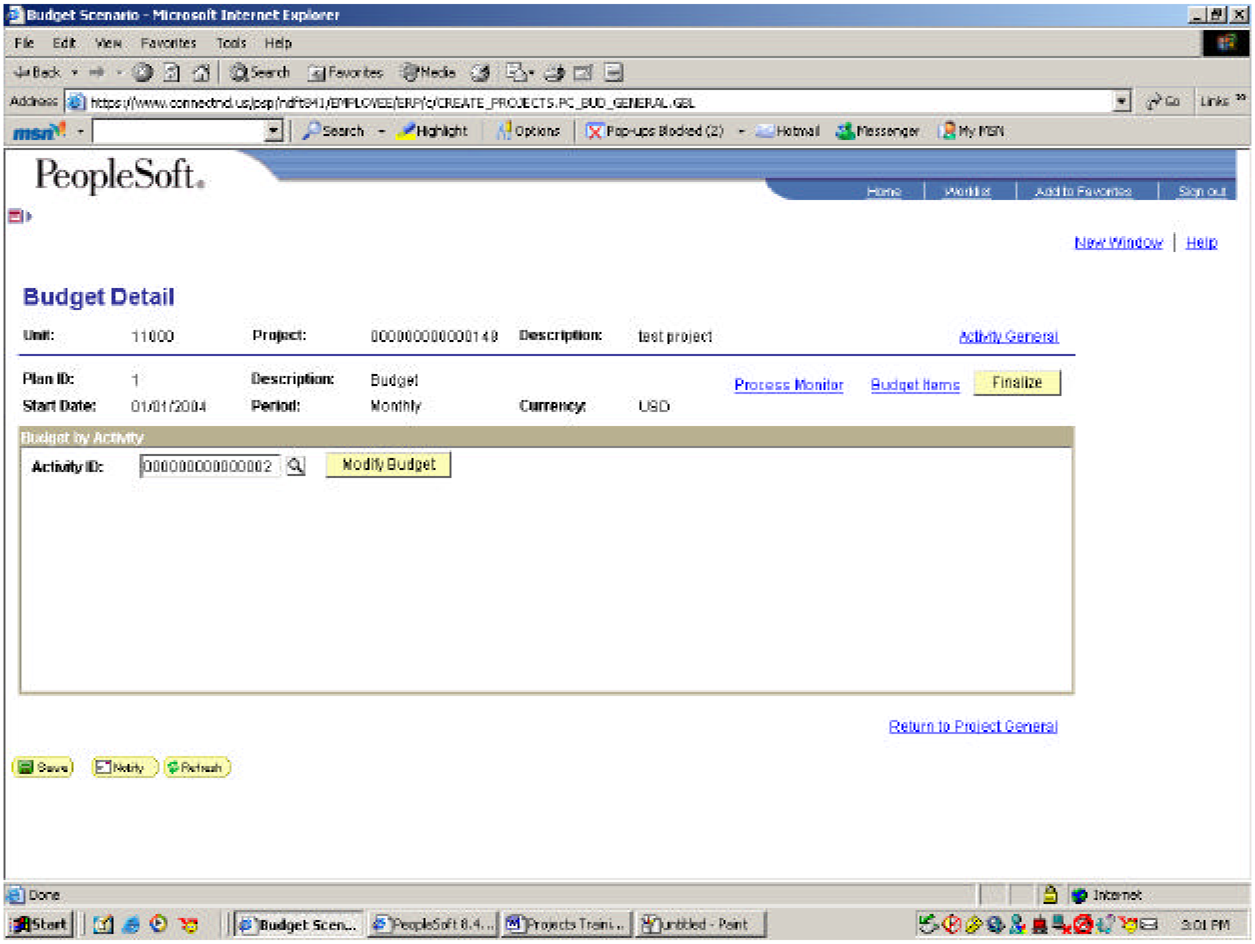
- Click the Budget Item hyperlink to create a new budget item on the Budget Items page.

- Click Clear to clear the Budget Amounts, the amounts will not be saved unless Save was clicked first.

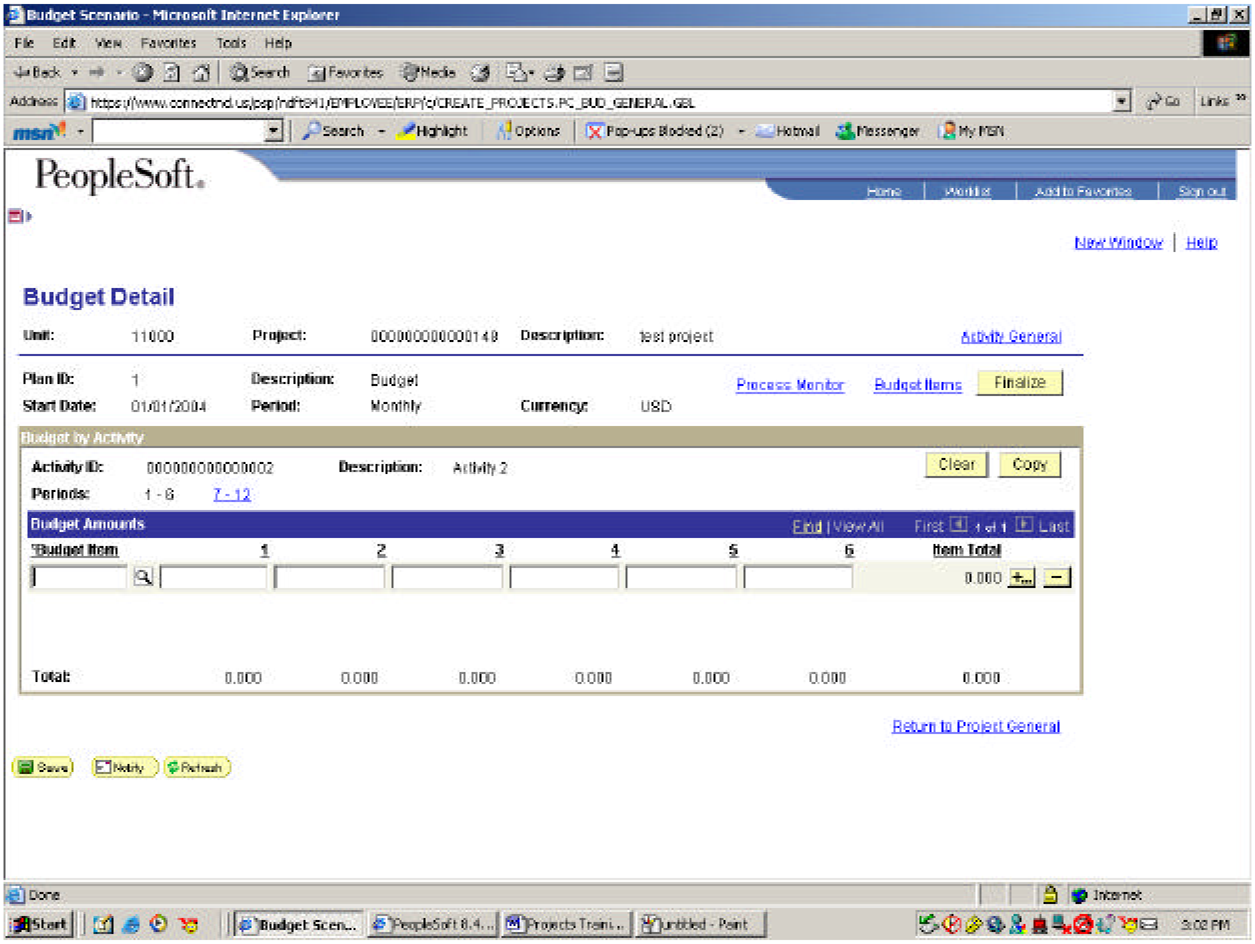
- To add or modify budget amounts for another activity, click Save to save the current Budget Amounts, click Clear, and enter the activity ID to display the budget amounts to be changed.



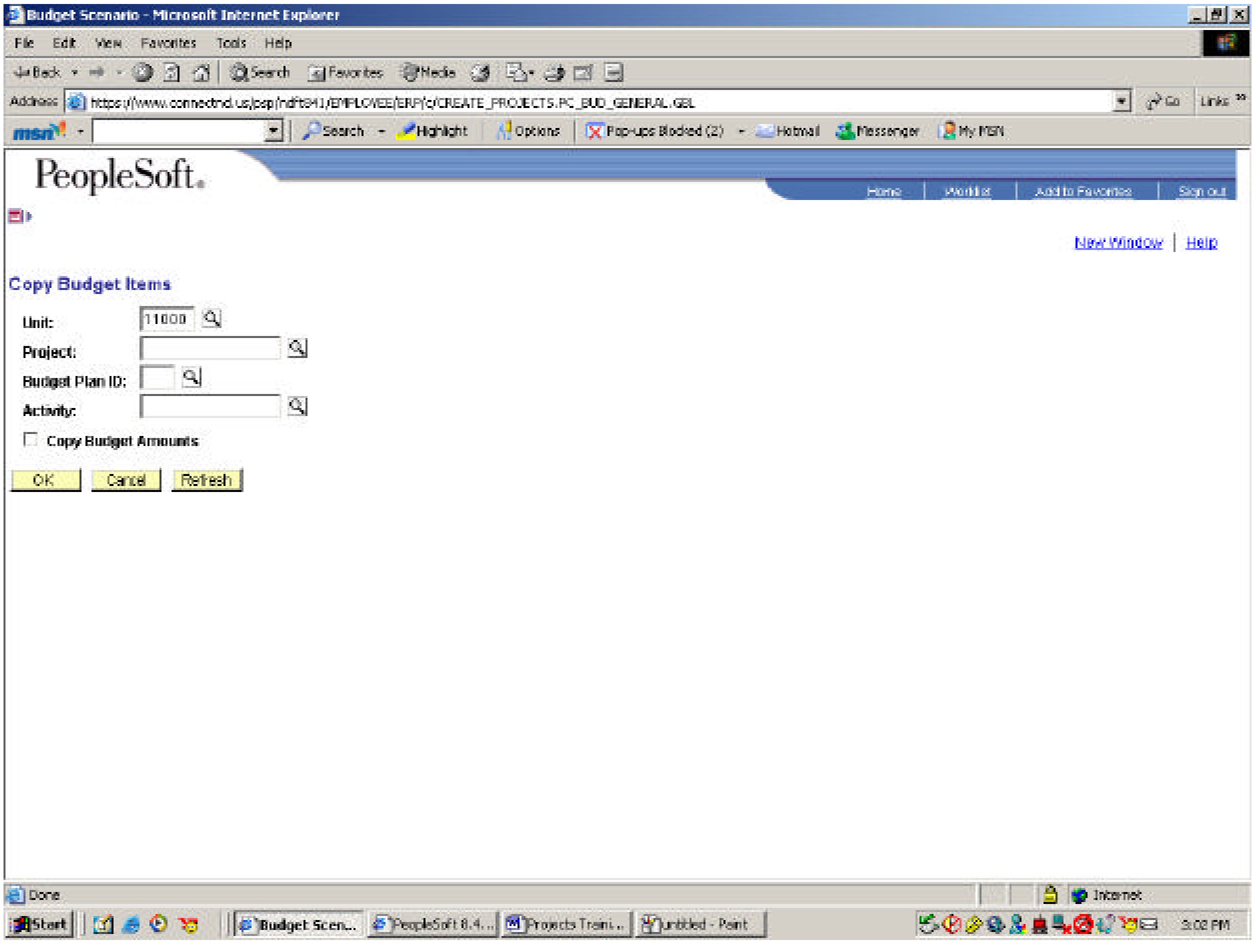
- Choose an Activity ID. Click on the magnifying glass icon to see a list of valid values.



- Click the Modify Budget button.

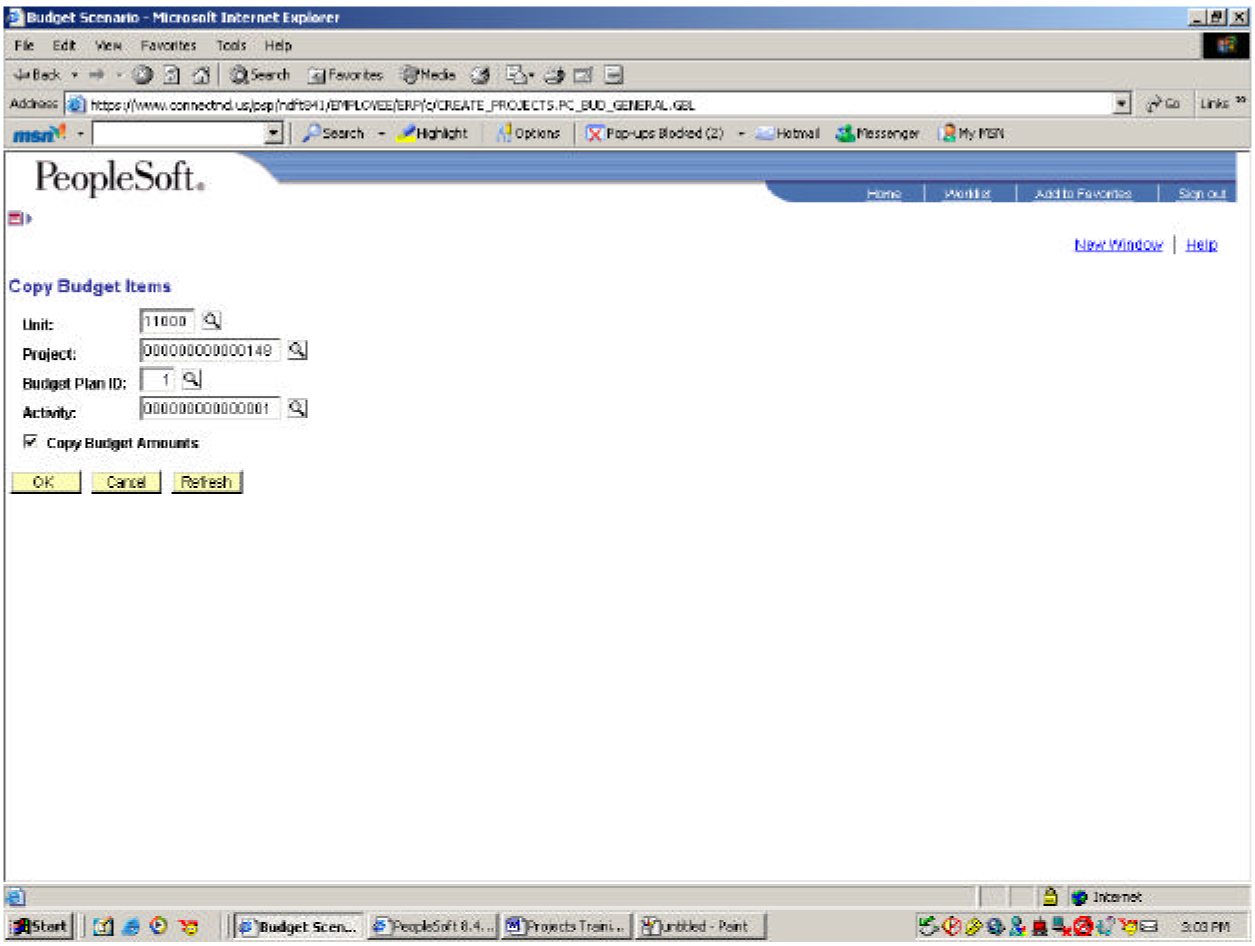


- Click Copy to allow copying a budget item from any previously saved Budget Detail page.

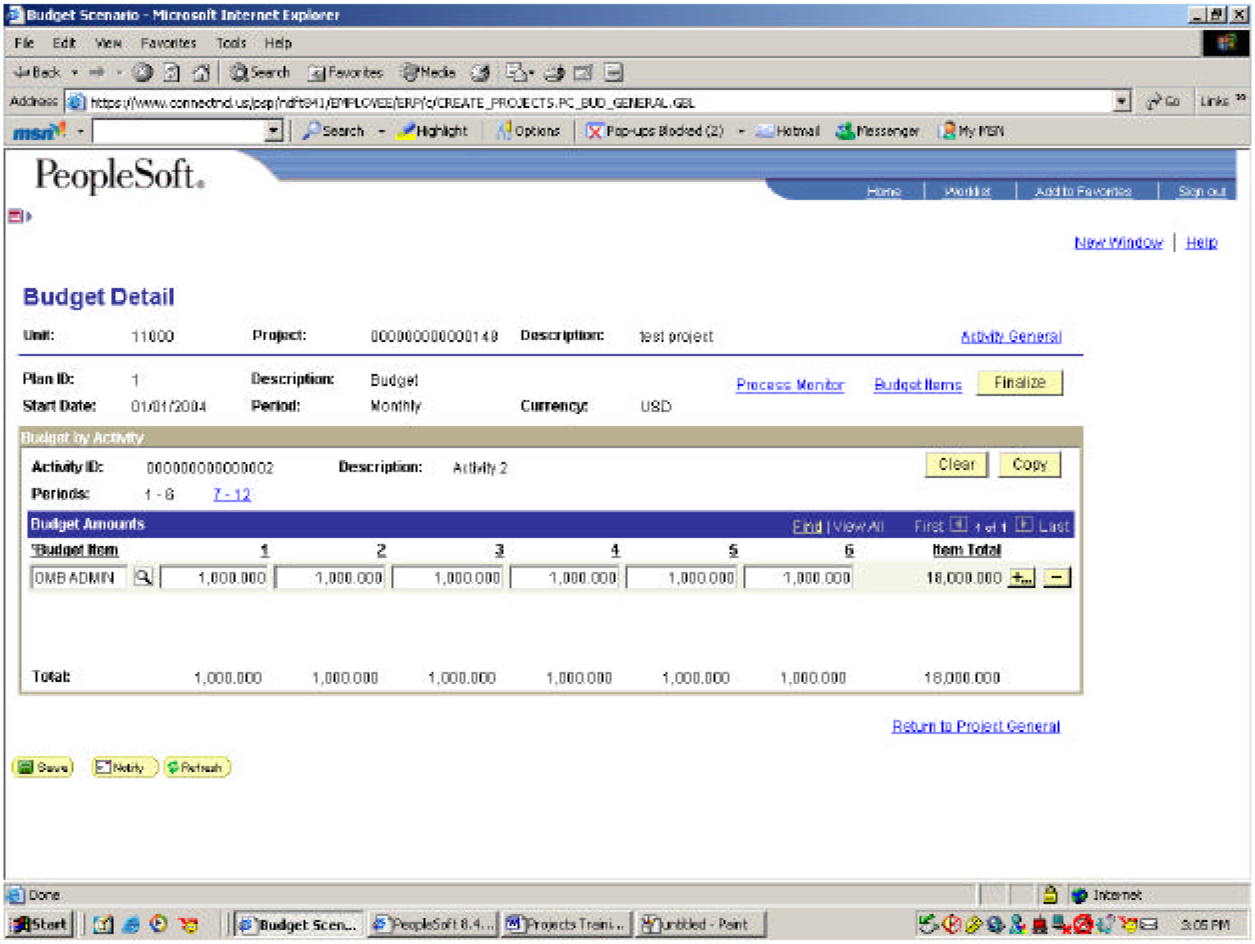


- Business Unit: Projects Business Unit: Click on the magnifying glass icon to see a list of valid values.
- Project: Project ID: Click on the magnifying glass icon to see a list of valid values.
- Budget Plan ID: Plan ID from the Budget Scenario page. Click on the magnifying glass icon to see a list of valid values.
- Activity: Activity ID. Click on the magnifying glass icon to see a list of valid values.
- Copy Budget Amounts: Check the box.
- The following restrictions apply when copying budget items:
  - The currency and the number of budget periods of the plan being copied must be the same as the current plan before amounts can be copied.

- A budget item (and its corresponding amounts, if applicable) will not be copied if an item with the same name or definition has already been specified for the current activity.
- Identically defined budget items must have the same name across all activities in the same budget plan. If not, the budget item may be renamed when copied from one budget plan to another.

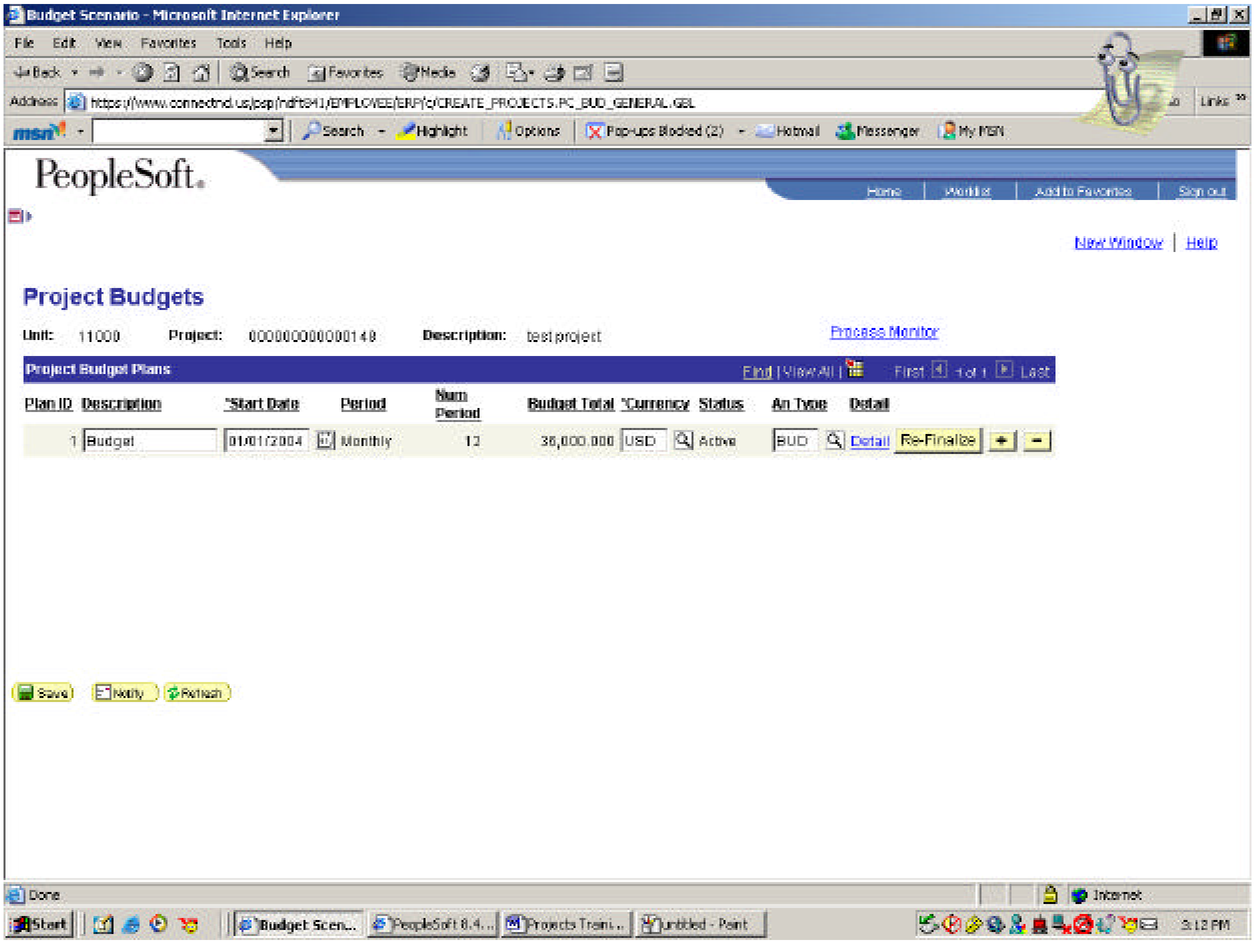


- Click OK.



- Click **Finalize** to save the data and initiate the finalization process for a completed budget plan.

Note: If the budget plan is already active, the button will read *Re-Finalize*. Click Re-Finalize after making changes to an active budget.



Finalize

- On the Budget Detail page, click Finalize to finalize a project's budget plan. The finalization process sets the budget plan's status to *Active*. All other plans for the same project are *Inactive*. Only one budget plan may be finalized per project, although that plan may be re-finalized if any changes are made to it.

- Period start and end dates are defined for the plan that is being finalized. These dates are maintained in the PC_BUD_CAL table. The purpose of this calendar is to report budgets versus costs by period. The Start Date of the first period will always be the budget start date.

Re-Finalization

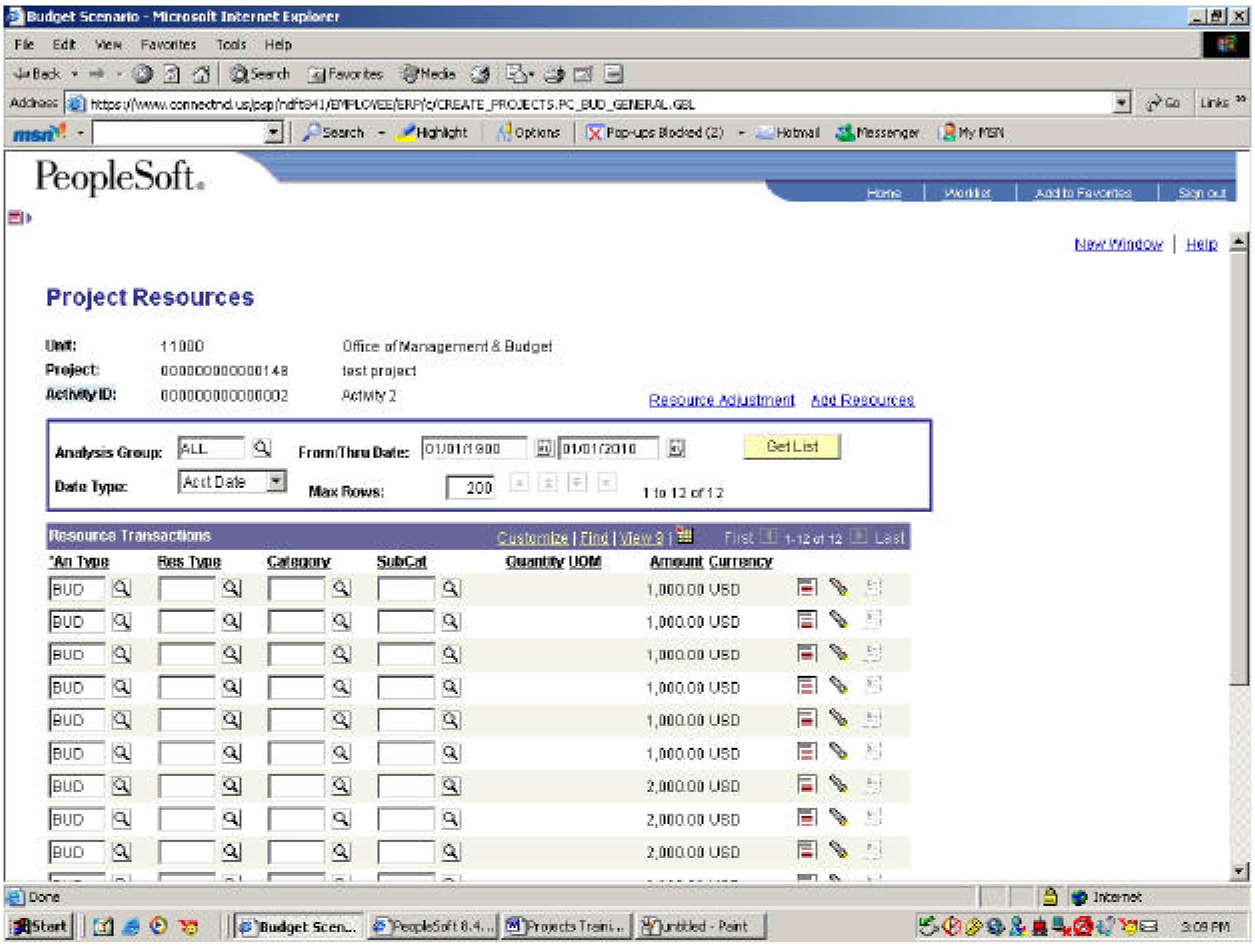
- If the user saves a budget plan without pressing the Re-Finalize button, budget information is no longer synchronized with the PROJ_RESOURCE rows, and the plan status is changed to *Modified*, indicating that the budget plan was changed and not re-finalized.

- If the analysis type is changed and the budget plan is re-finalized, PROJ_RESOURCE rows from the previous finalization process are not deleted. The updated budget data is written to PROJ_RESOURCE with the new analysis type. This allows the user to perform budget versus cost variance analysis for different budget plans as long as the analysis types are in different budget analysis groups. The user can run the Project Delete utility to delete any obsolete PROJ_RESOURCE rows.

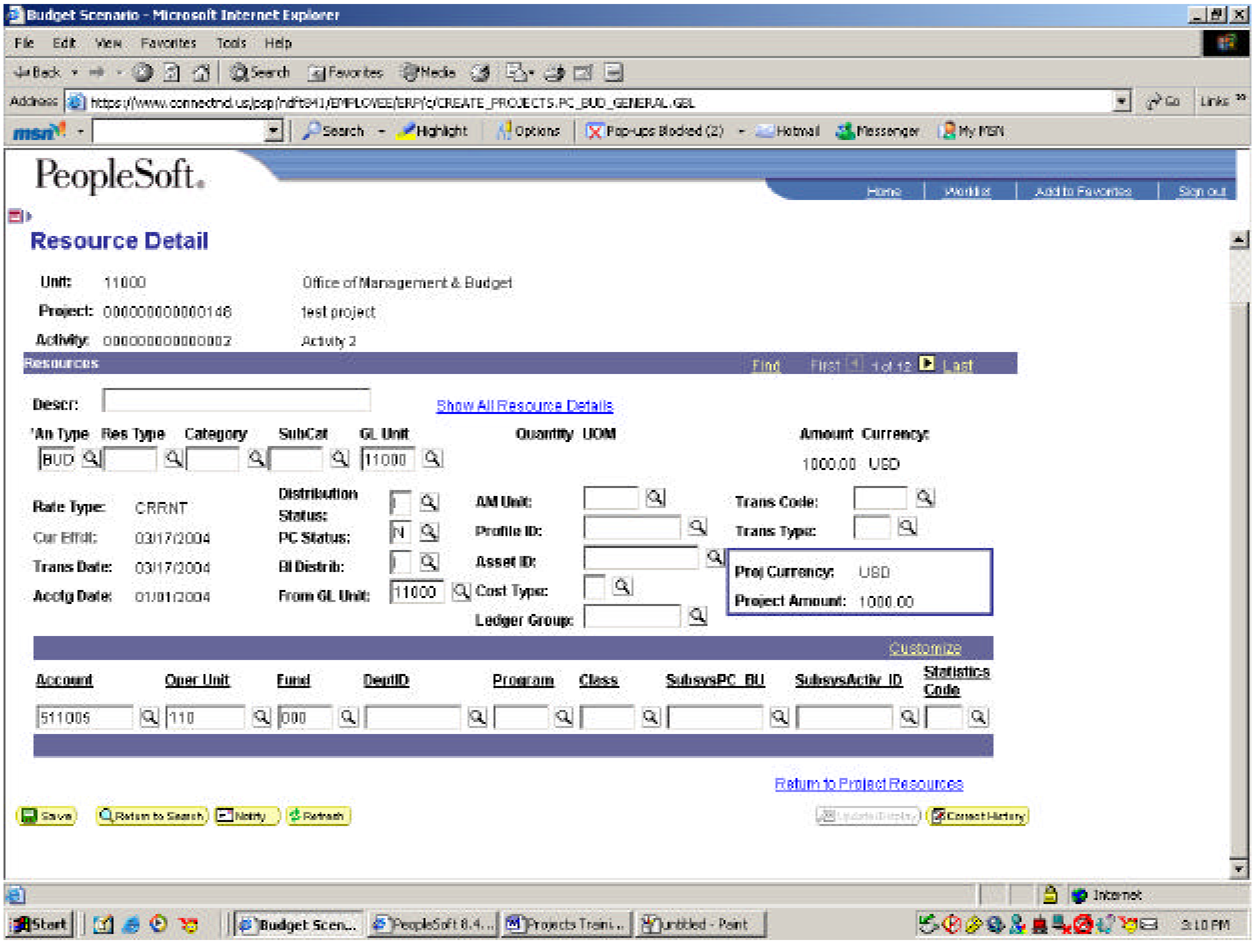
Project Budget Resources

- Resource rows are created from the Budget Detail page, with the Analysis Type that you specified.

Projects > Resources > General Information



- Click on the Resource Detail icon to view additional Chartfield information on the BUD analysis type.



Note: These Chartfields default from the Budget Item specified for the Activity when budgeting.

PeopleSoft Projects Integration

- Integration of Projects to other PeopleSoft will be maintained through nightly automatic processes.
- OMB will setup these automated processes as part of the PeopleSoft Implementation.

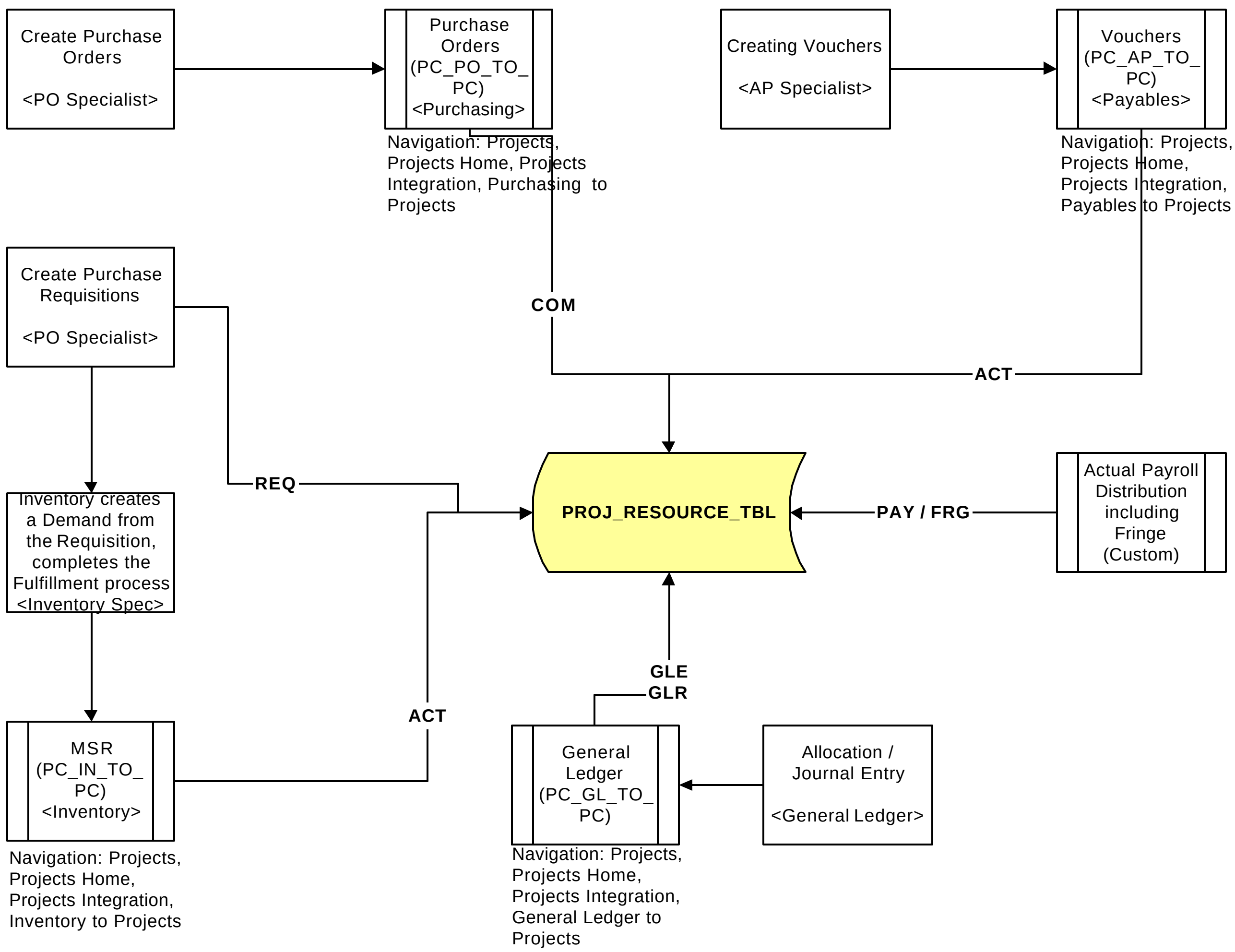
- The following processes can however be run at any time by a user.

  - Purchasing will create 'COM' analysis type rows for commitments made by purchase orders.

  - Accounts Payable will create 'ACT' analysis type row for actual costs paid on purchases.

  - Payroll & the Time Redistribution Functionality will create 'PAY' analysis type rows for actual time paid, as well as "FRG' rows for employee fringe benefits.

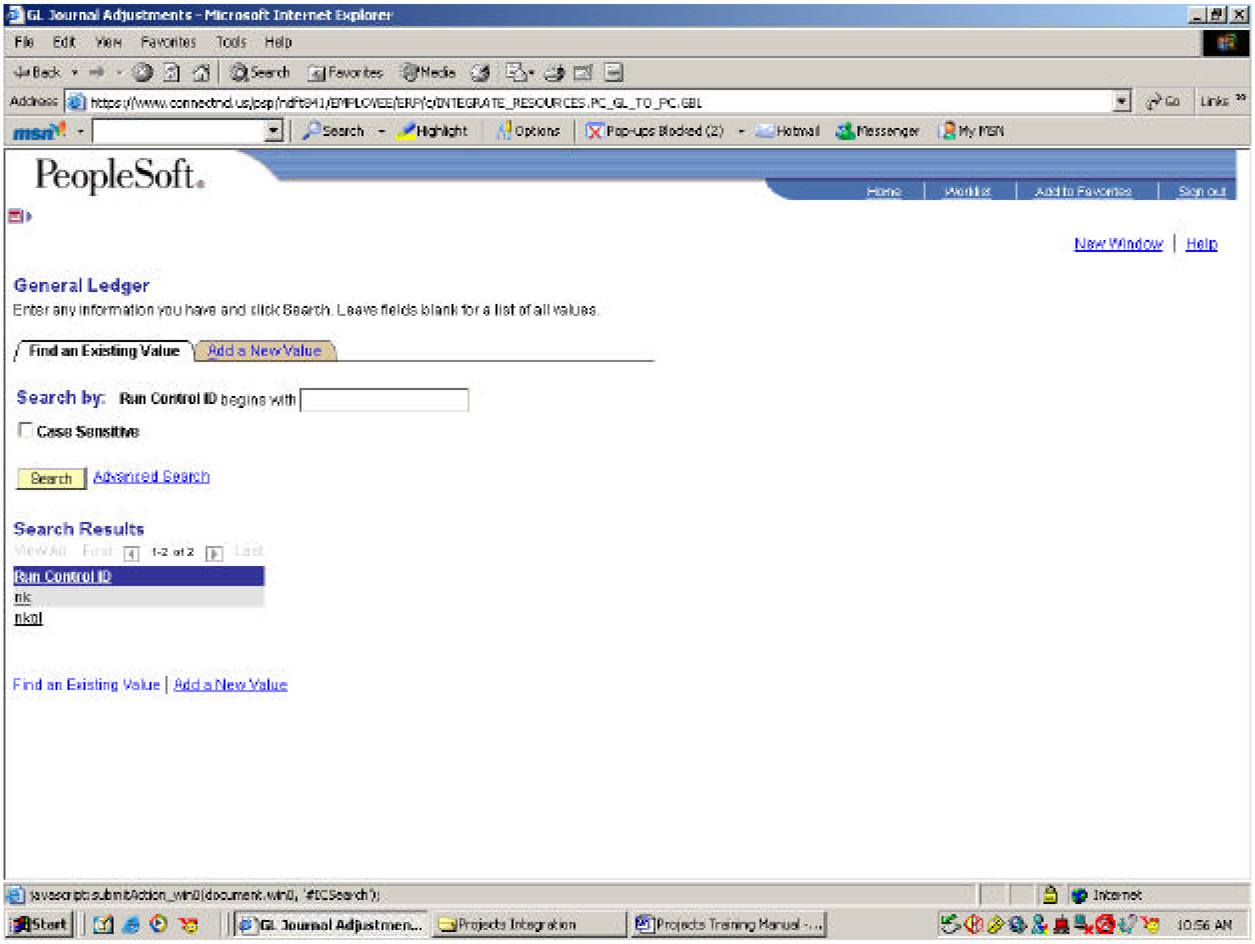
  - General Ledger will be used for any adjustments and will create either 'GLR' or 'GLE' analysis type rows based on whether the transaction is revenue or expense related.



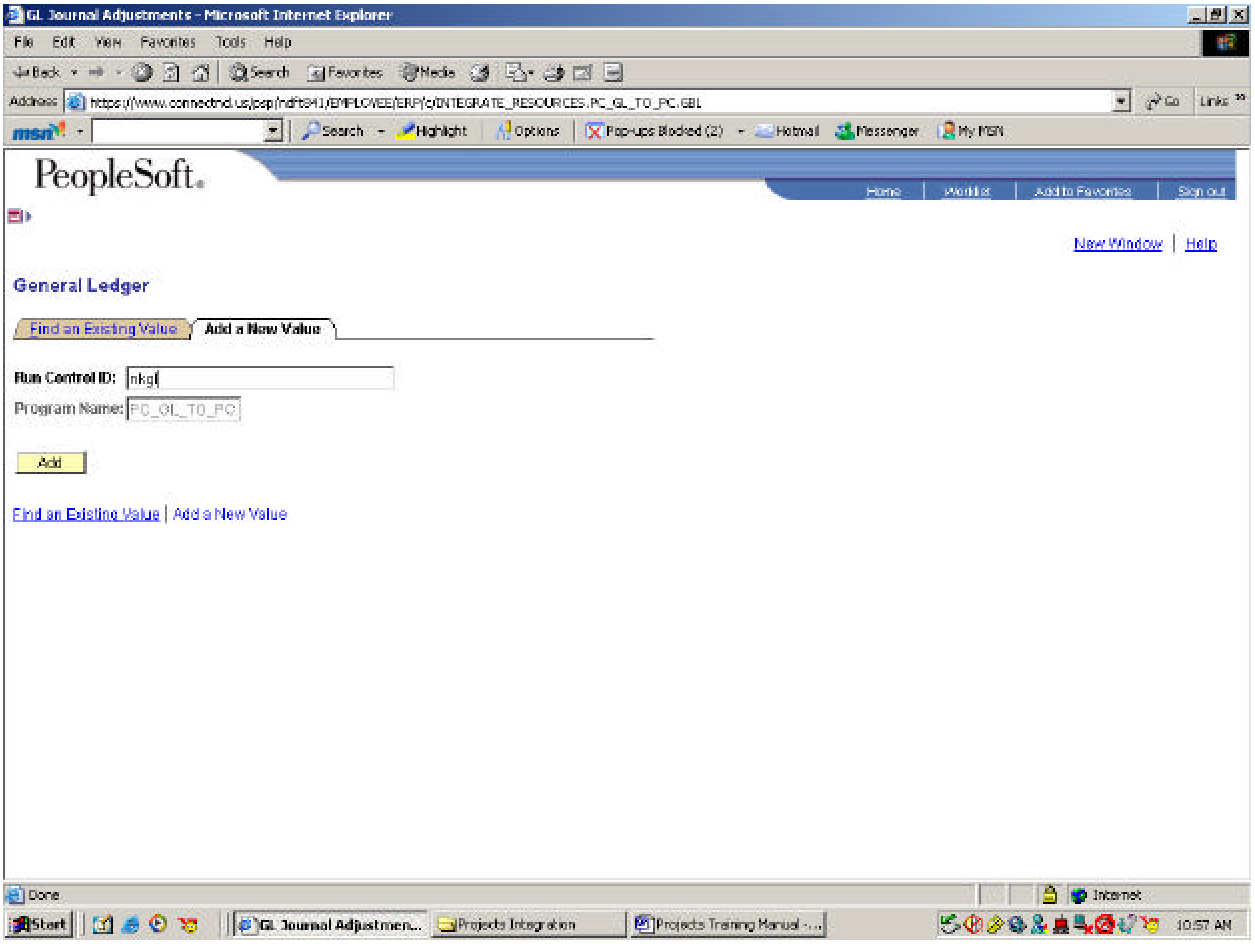
Running the Project to General Ledger Integration

Project > Collect Costs > GL Journal Adjustments

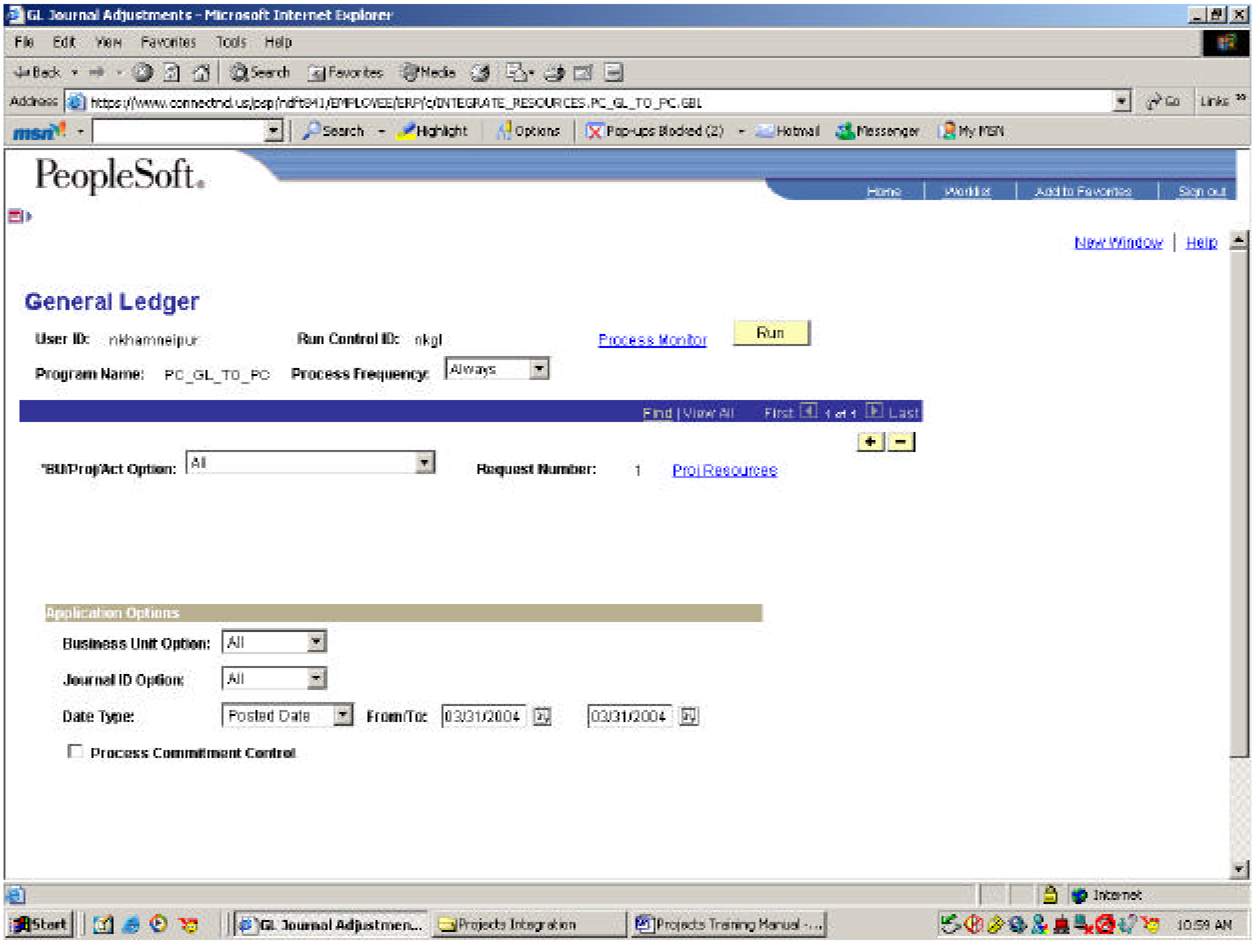
- Retrieve posted journals to PeopleSoft Projects with the PC_GL_TO_PC process.
- Enter your unique Run Control.



- If you do not have a Run Control established, please set one up using the 'Add a New Value' tab.



- Enter your Run Control ID.
- Click Add.



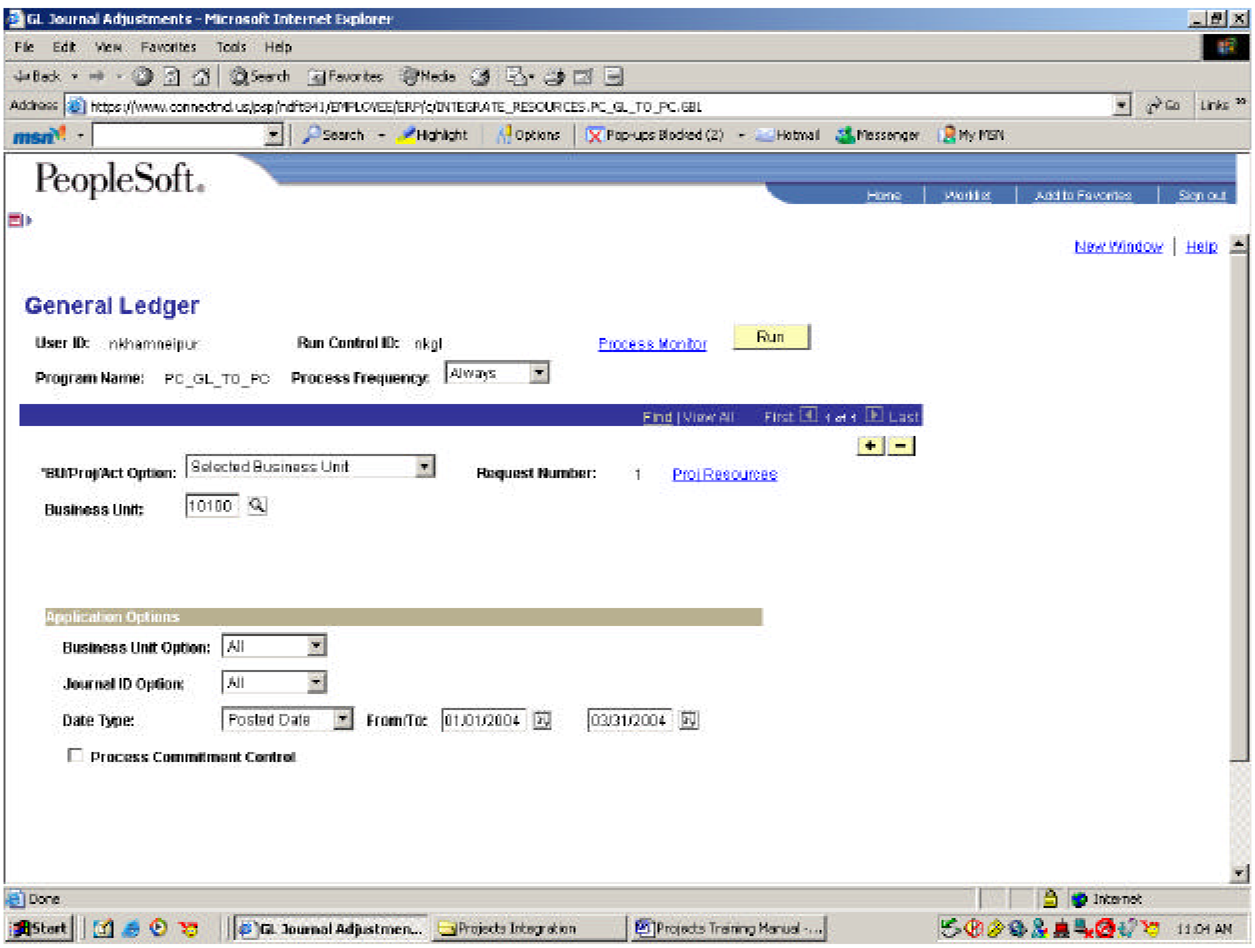
- Business Unit / Project Activity Option:
  - All
  - Selected Business Unit: Enter the appropriate Business Unit. Click the magnifying glass icon to search for valid values.
  - Selected Business Unit / Project: Enter the appropriate Business Unit and Project. Click the magnifying glass icon to search for valid values.
  - Selected Business Unit / Project / Activity: Enter the appropriate Business Unit, Project and Activity. Click the magnifying glass icon to search for valid values.

- Business Unit Option: Signifies GL Business Unit
  - All
  - Value: Select the appropriate GL Business Unit. Click the magnifying glass icon to search for valid values.

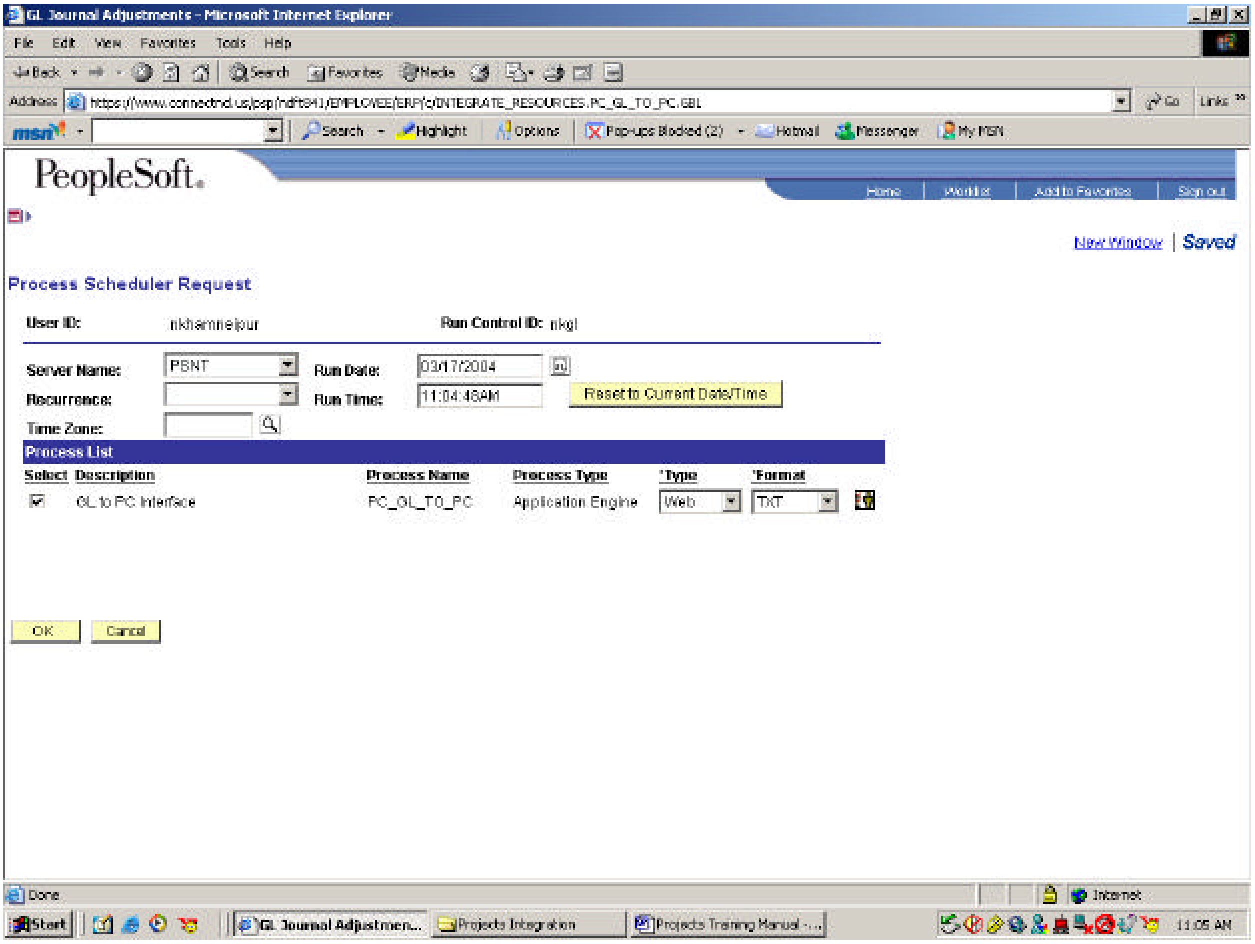
- Journal ID Option
  - All

- o Some: Select the appropriate Journals. Click the magnifying glass icon to search for valid values.

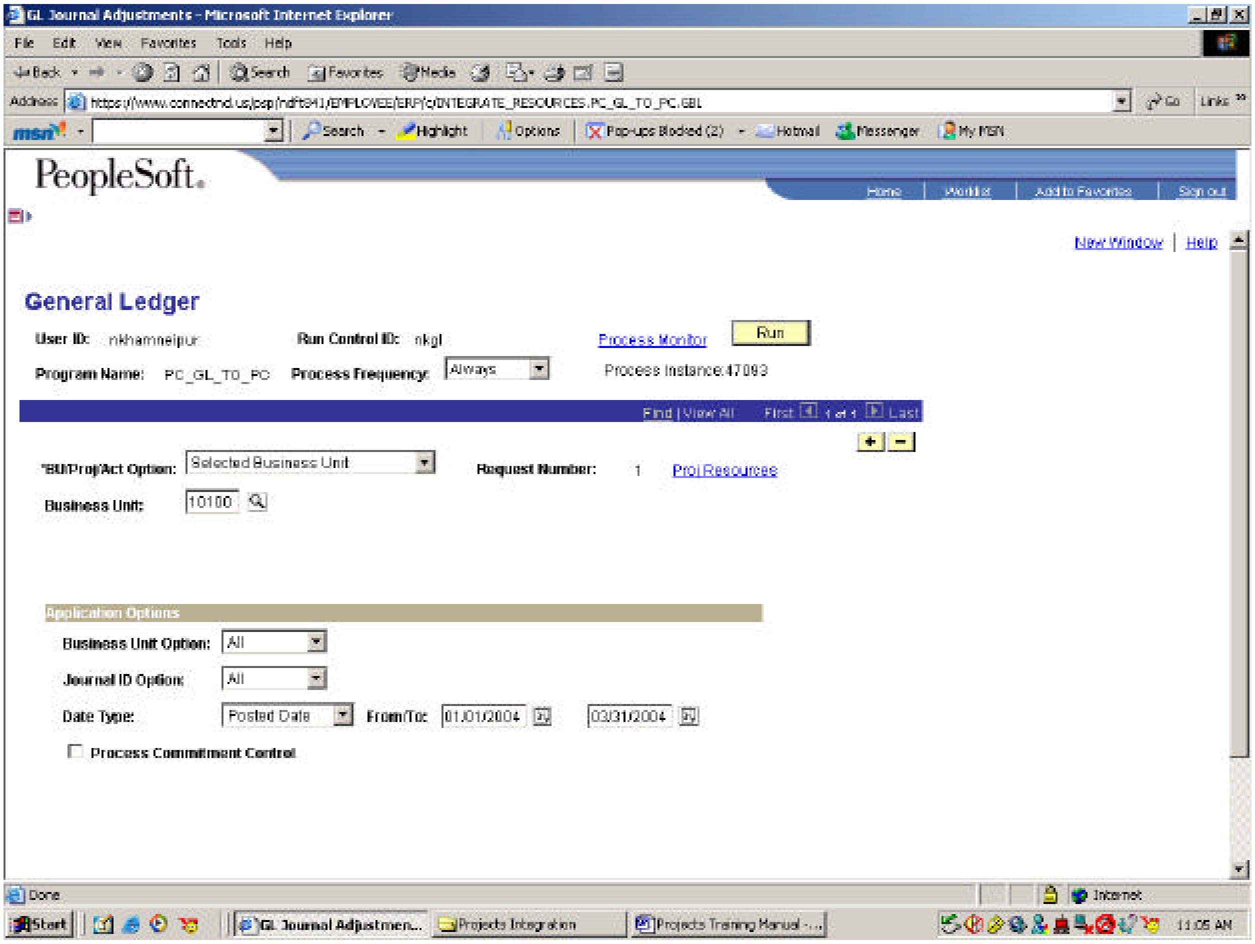
- Date Type: Enter the appropriate Date Range.
  - o Journal Date
  - o Posted Date



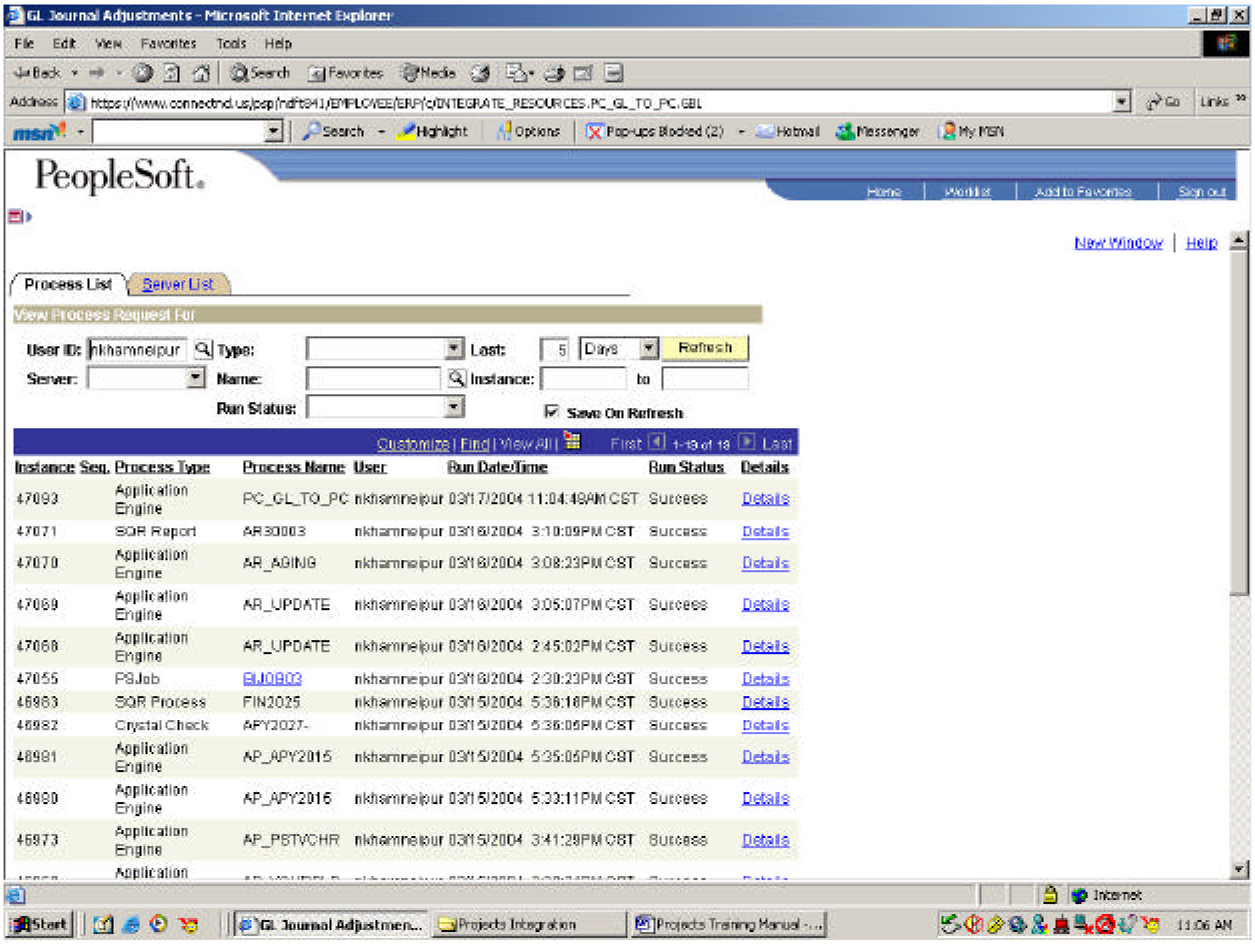
- Click Run



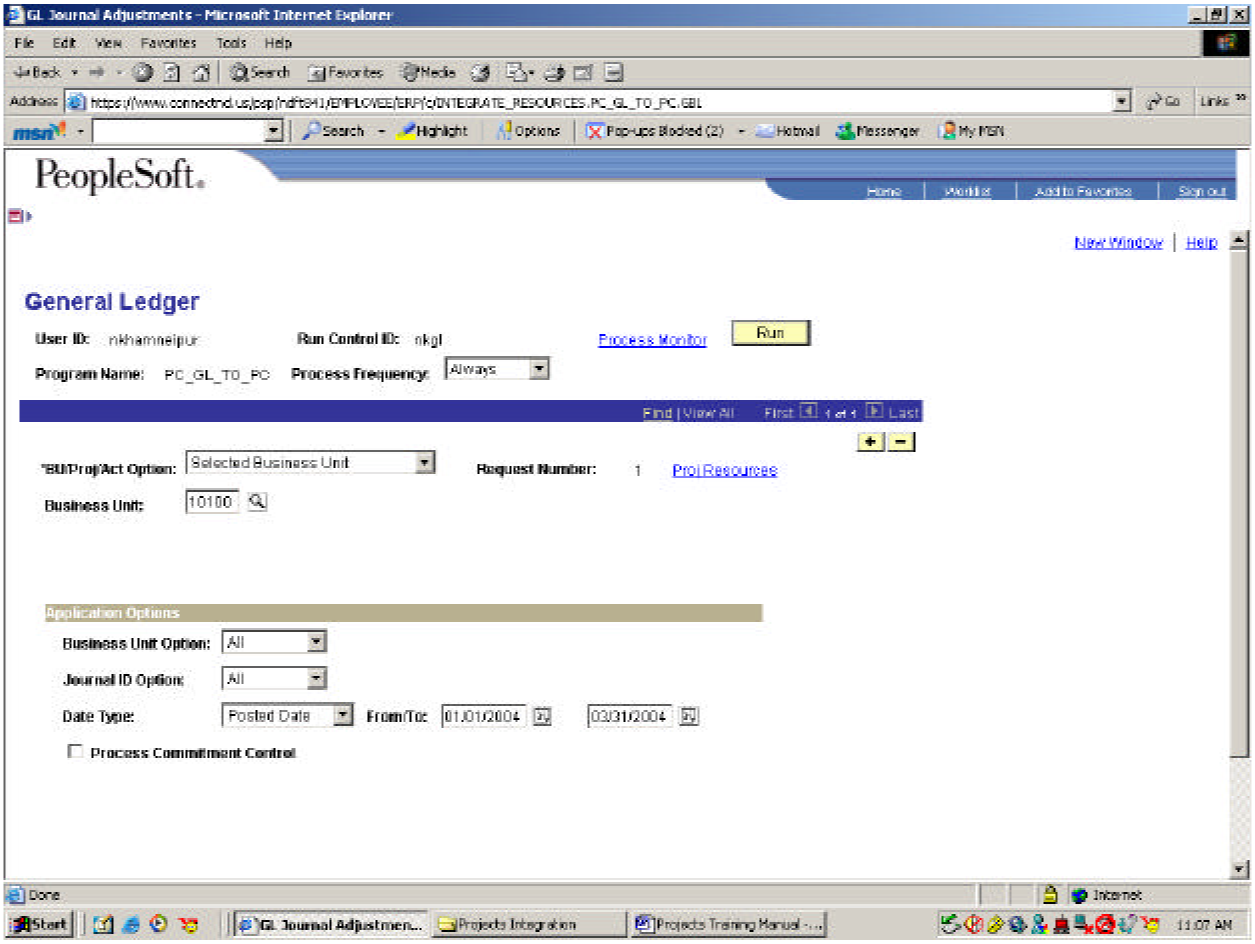
- Select the appropriate **Server Name:** PSNT.
- Select the GL to PC Interface checkbox.
- Click OK to run the process.



- Click the Process Monitor hyperlink to view the status of the process.



- Click on Go Back to General Ledger hyperlink to return to the process page.



Note: This process will create 'GLR' and 'GLE' analysis types.

Running The Purchasing to Projects Integration

- With PeopleSoft Projects you can track procurement costs as they move through your system from requisitions to purchase orders to vouchers. The following steps illustrate this mo vement:

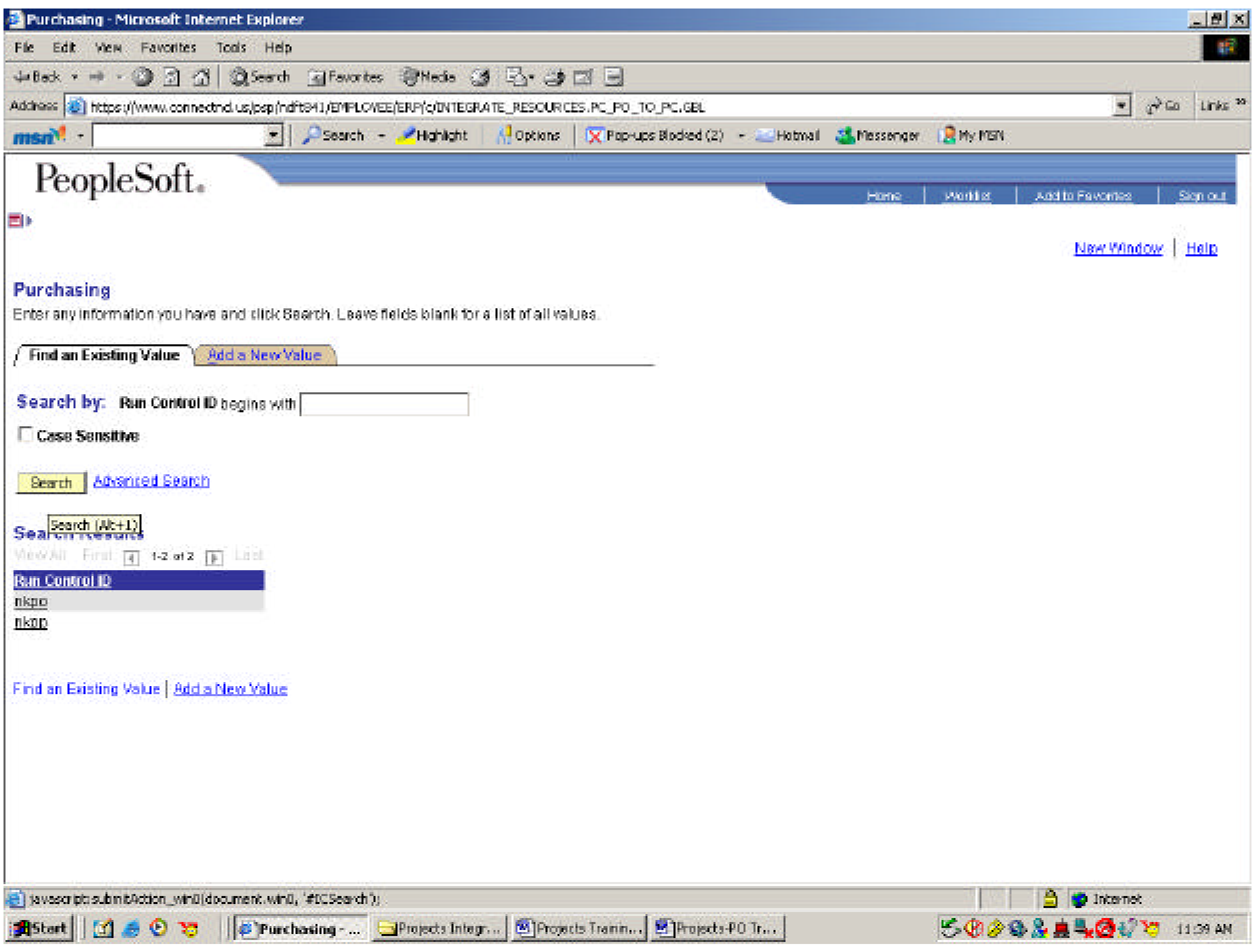
- Once a requisition has been created, PeopleSoft Purchasing can check to see whether the requested item exists in PeopleSoft Inventory. If the item is an inventory item, a demand can be created, posted, and picked up by Inventory for fulfillment. If the requested item is not an inventory item, a purchase order can be created.

- Once the purchase order has been approved and dispatched, it can be brought into PeopleSoft Projects as a committed cost (Analysis Type ‘COM’). The purchase order can also be sent to the appropriate vendor.

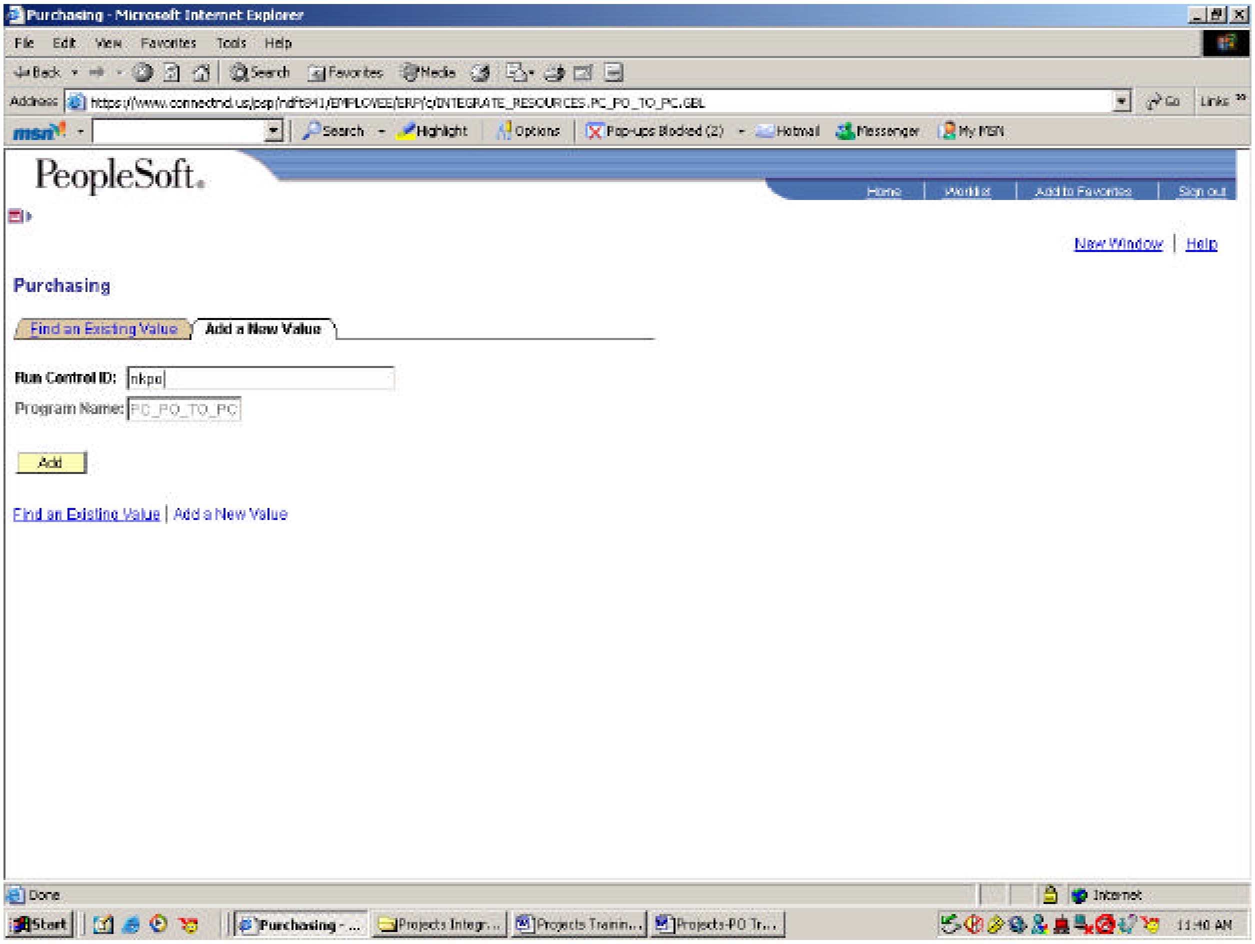
- When a voucher is received from the vendor, it can be matched, approved, and posted in PeopleSoft Payables. The voucher information can then be brought into PeopleSoft Projects as an actual cost (Analysis Type ‘ACT’)

Projects > Collect Costs > Purchasing

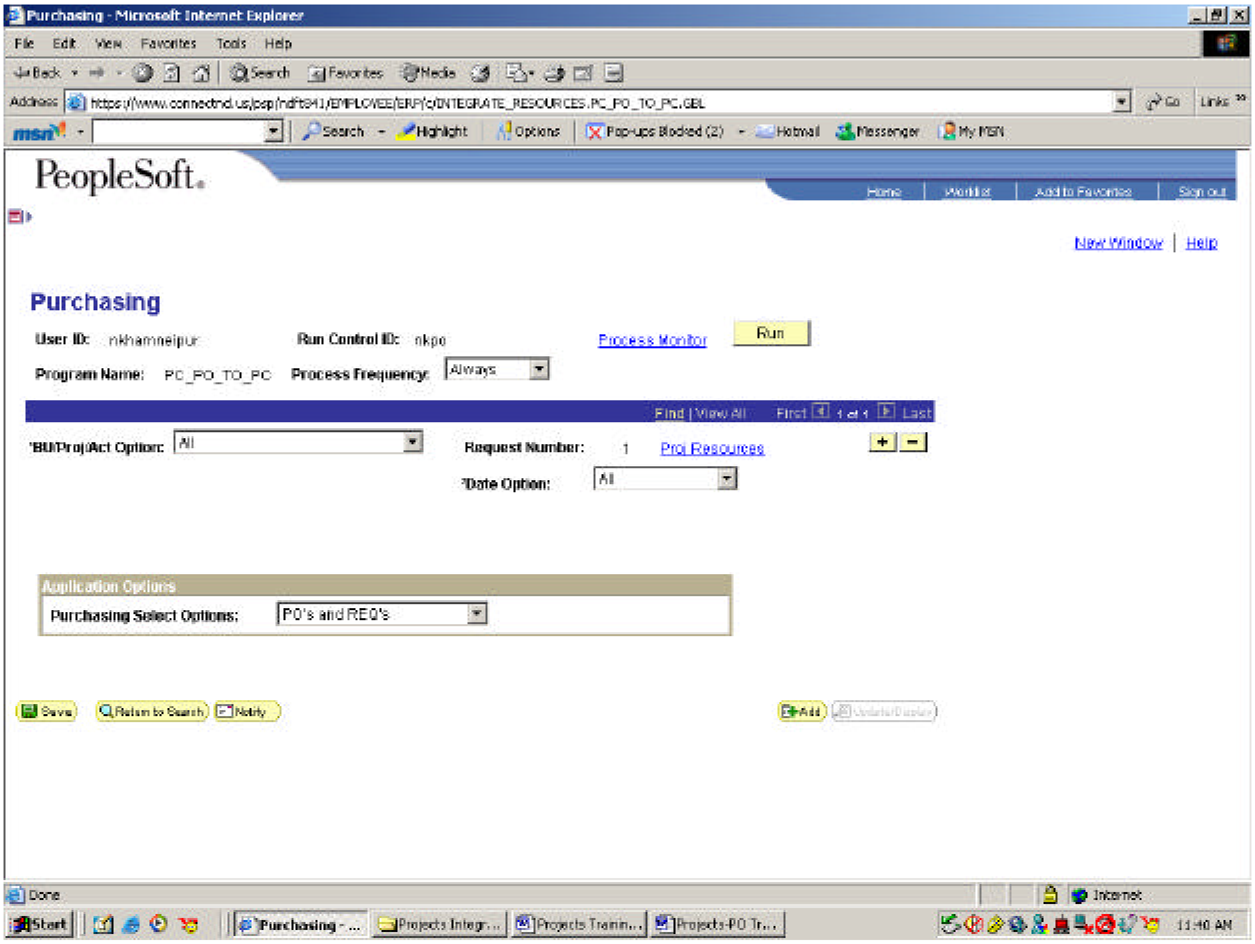
- Enter your unique Run Control.



- If you do not have a Run Control established, please set one up using the ‘Add a New Value’ tab.



- Enter your Run Control ID.
- Click Add.



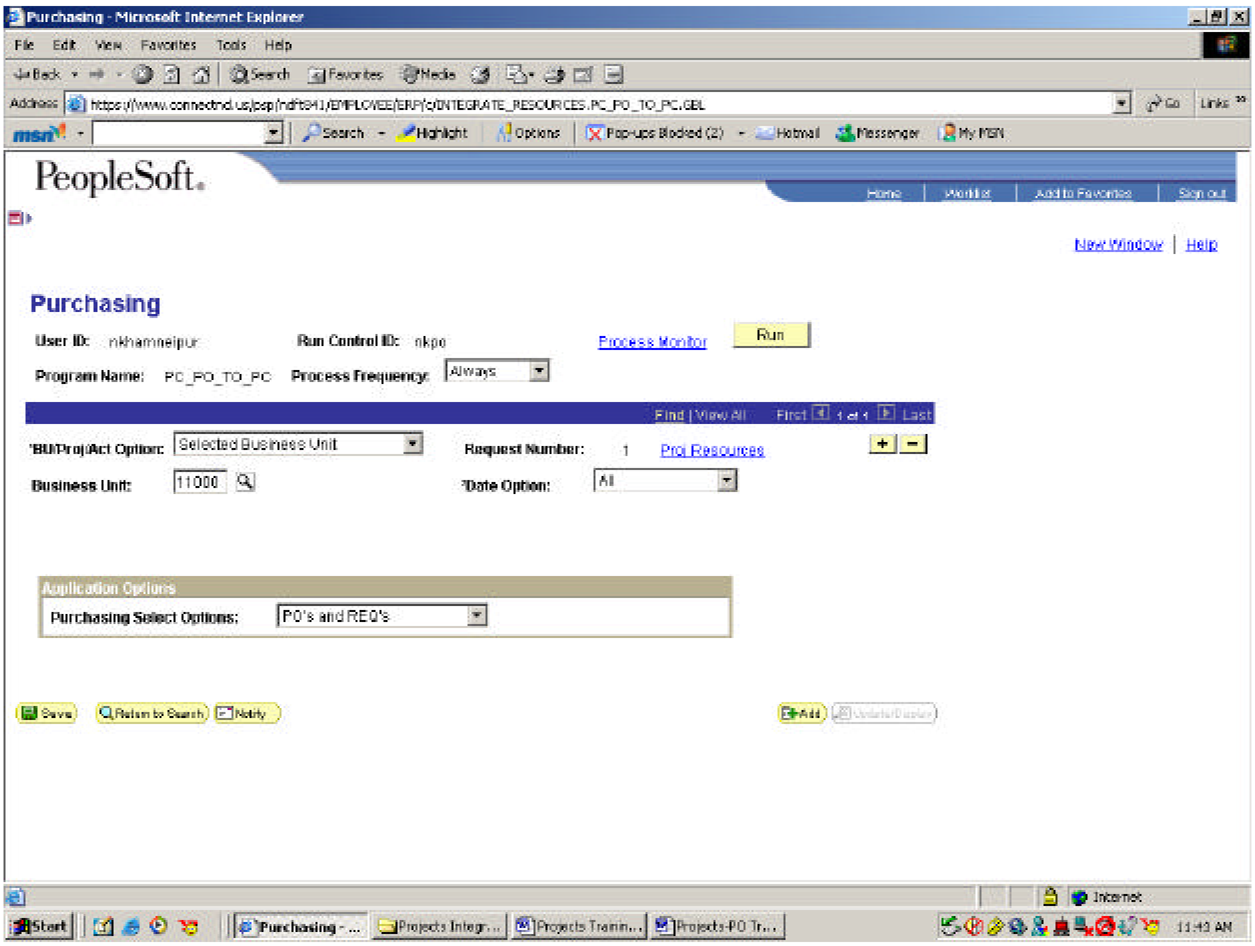
- Business Unit / Project Activity Option:
  - All
  - Selected Business Unit: Enter the appropriate Business Unit. Click the magnifying glass icon to search for valid values.
  - Selected Business Unit / Project: Enter the appropriate Business Unit and Project. Click the magnifying glass icon to search for valid values.
  - Selected Business Unit / Project / Activity: Enter the appropriate Business Unit, Project and Activity. Click the magnifying glass icon to search for valid values.

- Date Type:
  - All
  - Accounting Date: Enter the appropriate Date Range.
  - Transaction Date: Enter the appropriate Date Range.

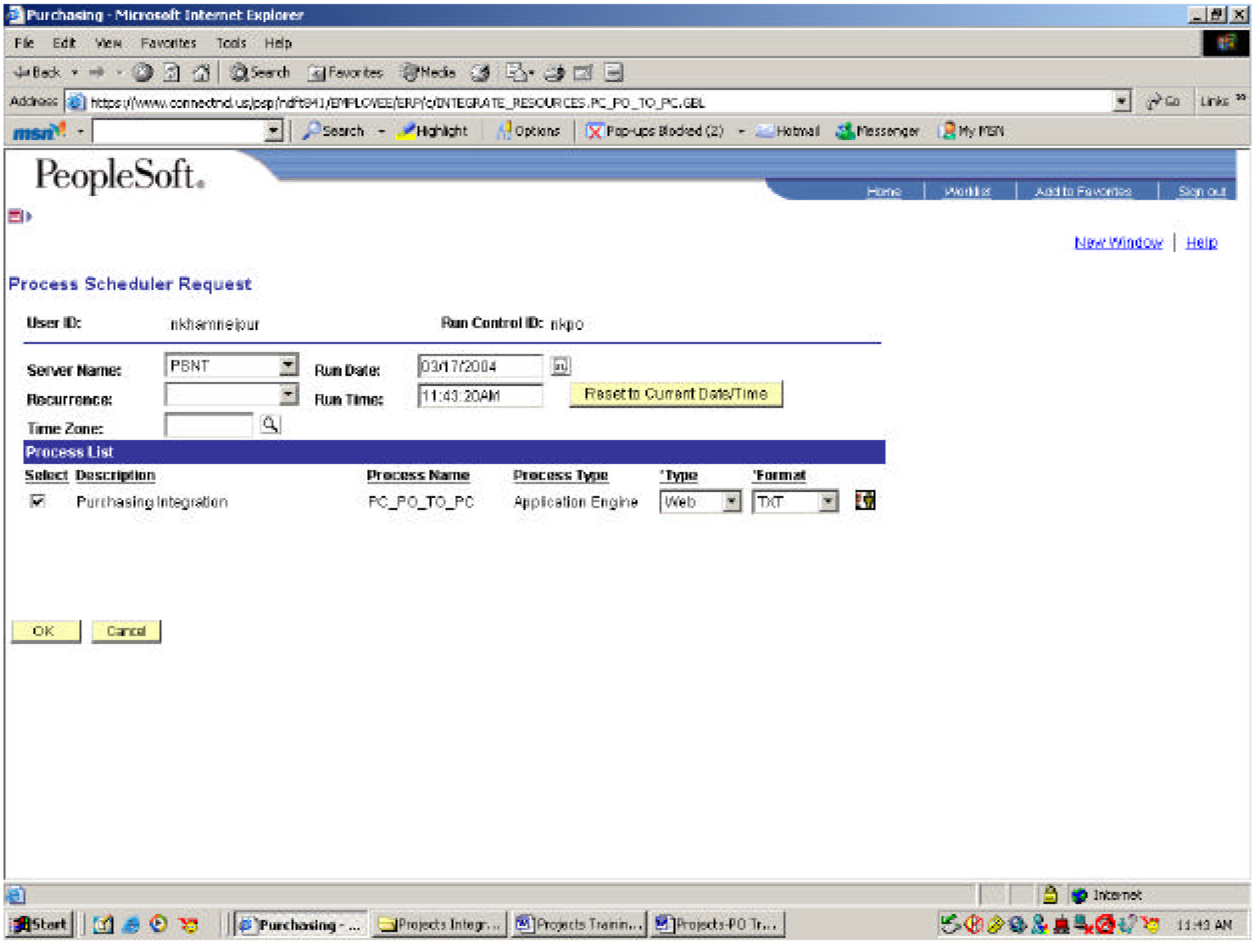
- Application Options: Purchasing Select Options
  - PO's and REQ's

- o Purchase Orders only
- o Purchase Requisitions only

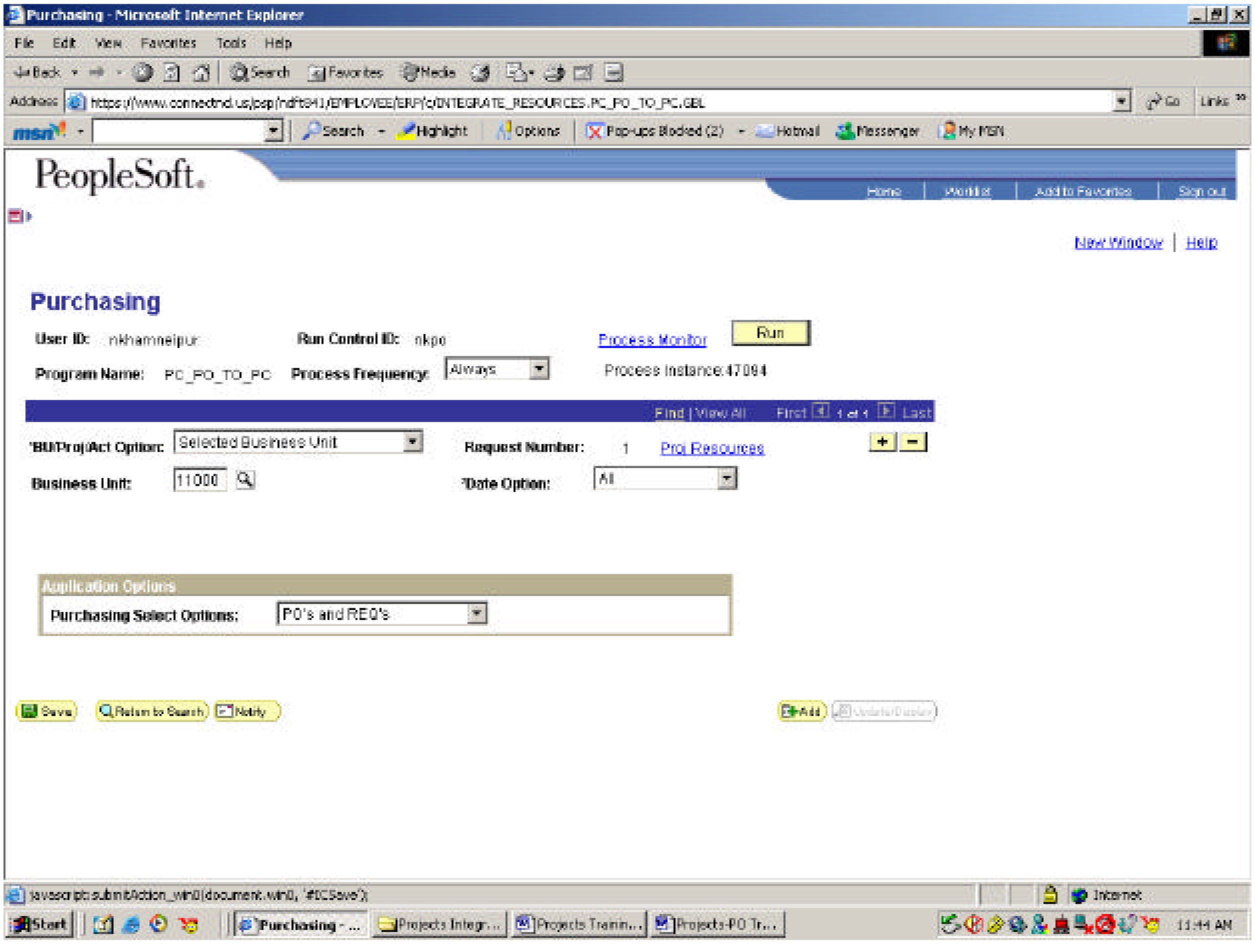
Note: Process will bring requisitions and / or commitments (purchase orders) from PeopleSoft Purchasing into the PROJ_RESOURCE table with an analysis type of ‘REQ’ or ‘COM’.



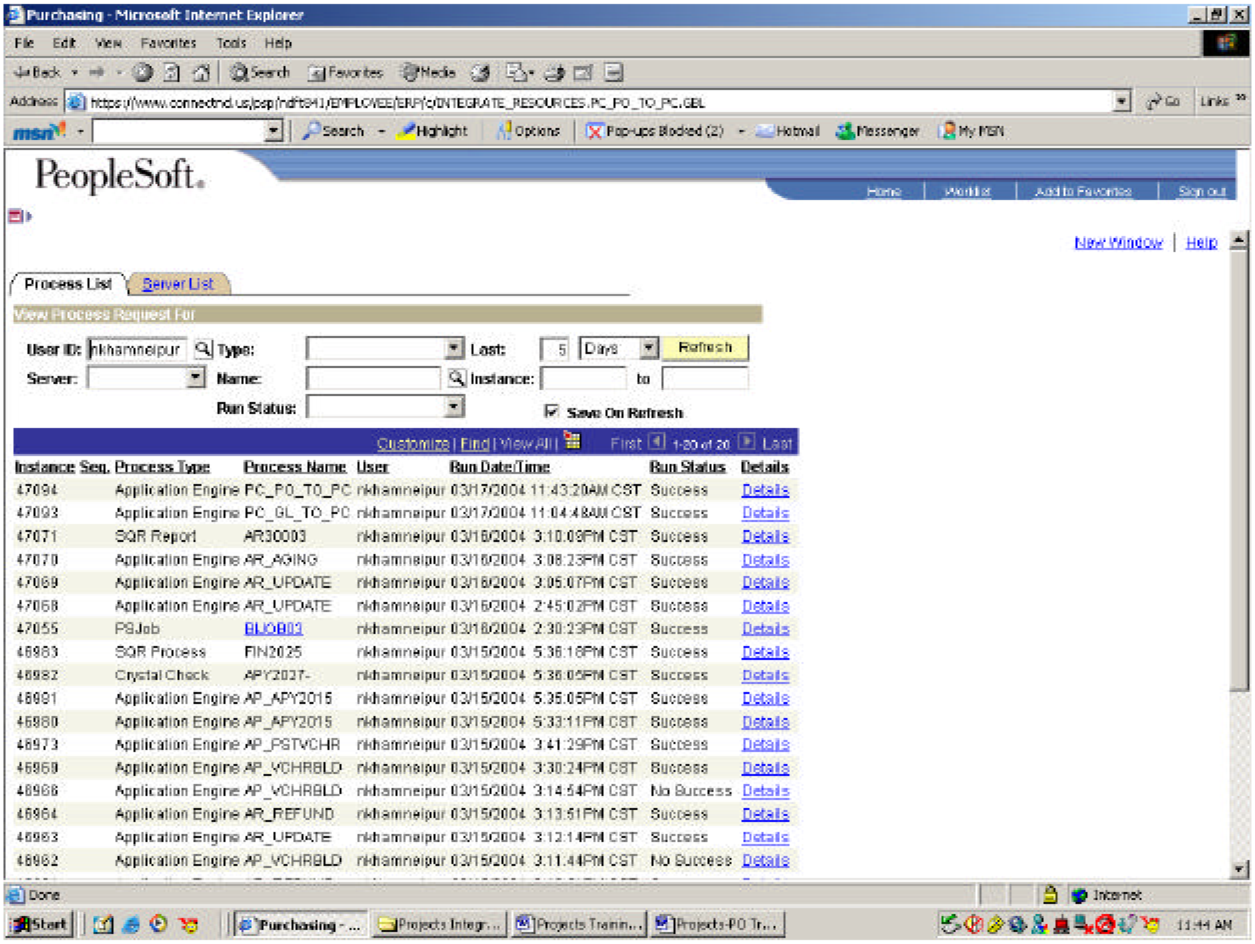
- Click Run



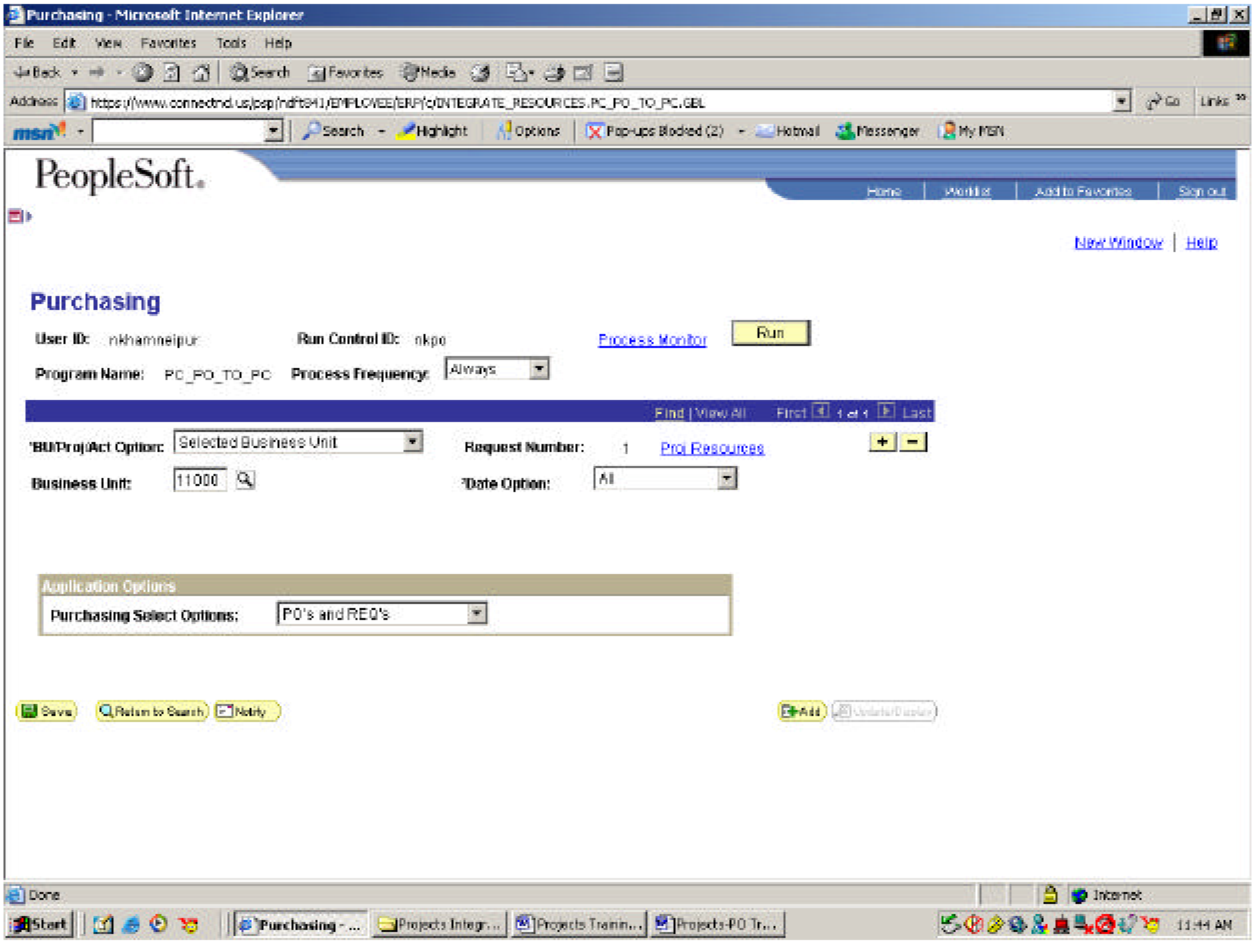
- Select the appropriate **Server Name:** PSNT.
- Select the Purchasing Integration checkbox.
- Click OK to run the process.



- Click the Process Monitor hyperlink to view the status of the process.



- Click on Go Back to Purchasing hyperlink to return to the process page.



Note: This process will create ‘REQ’ and ‘COM’ analysis types depending on the Application Options: Purchasing Select Options.

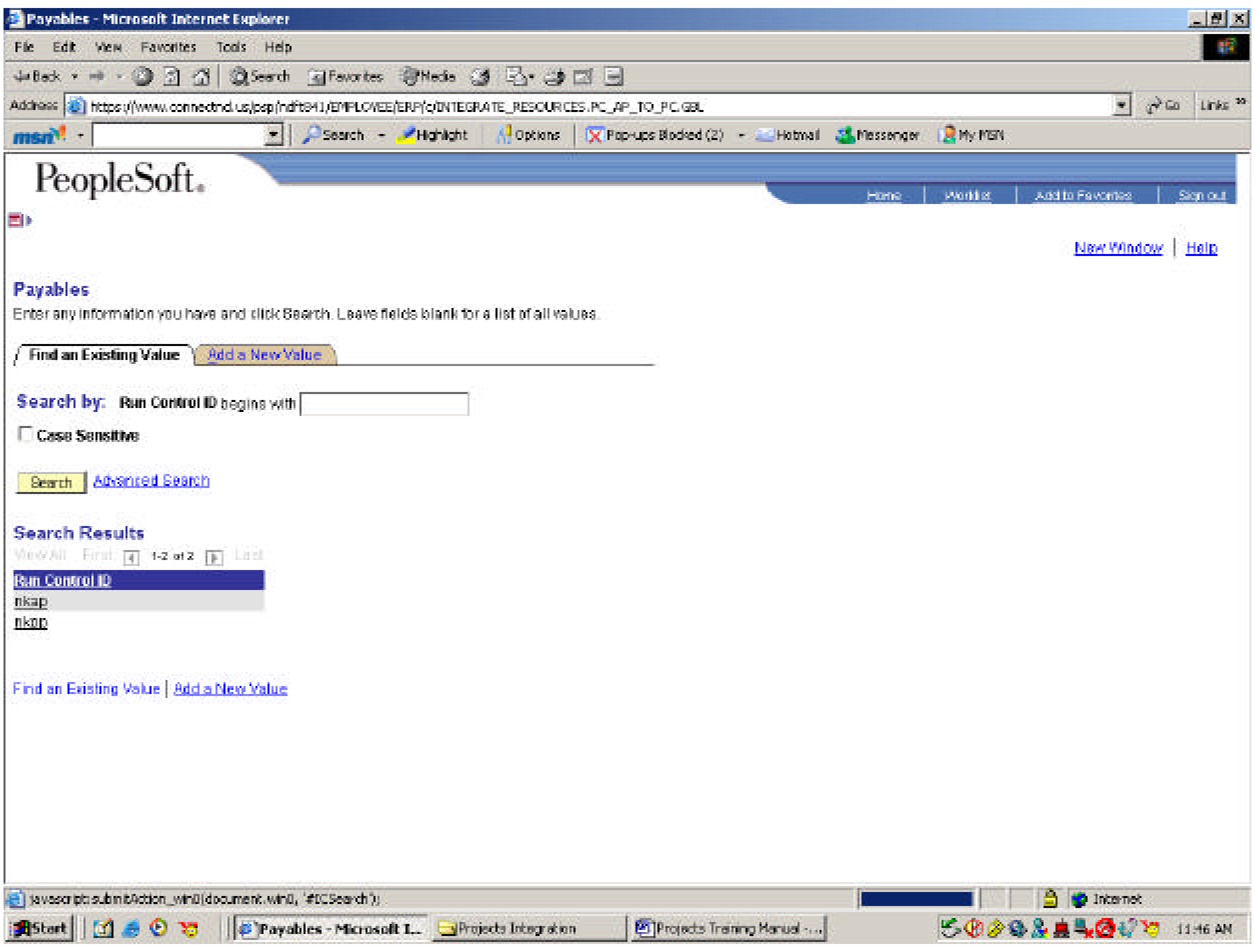
Running the Payables to Projects Integration

- Following are actions that occur to integrate demand between PeopleSoft Projects and PeopleSoft Payables:
- When a purchase order has been created in PeopleSoft Purchasing, it is sent to PeopleSoft Payables.
- Vouchers entered into PeopleSoft Payables for bills received go through a matching process.
- When a voucher has been matched, it is approved and posted to the VCHR_ACCTG_LINE table.

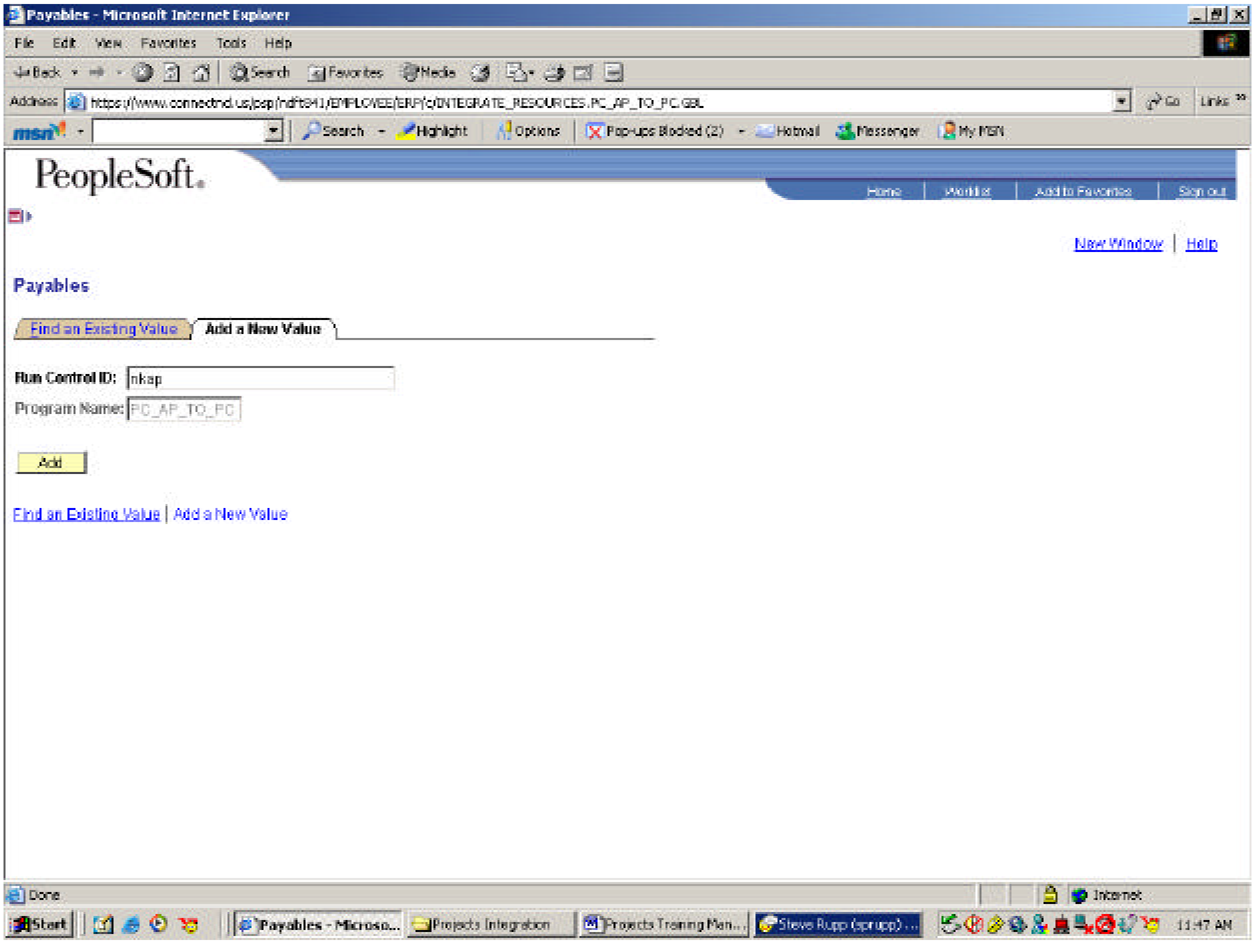
- Vouchers in the VCHR_ACCTG_LINE table that carry a PC Distribution status of *N* can be pulled into PeopleSoft Projects with an analysis type of *ACT.*

Projects > Collect Costs > Payables

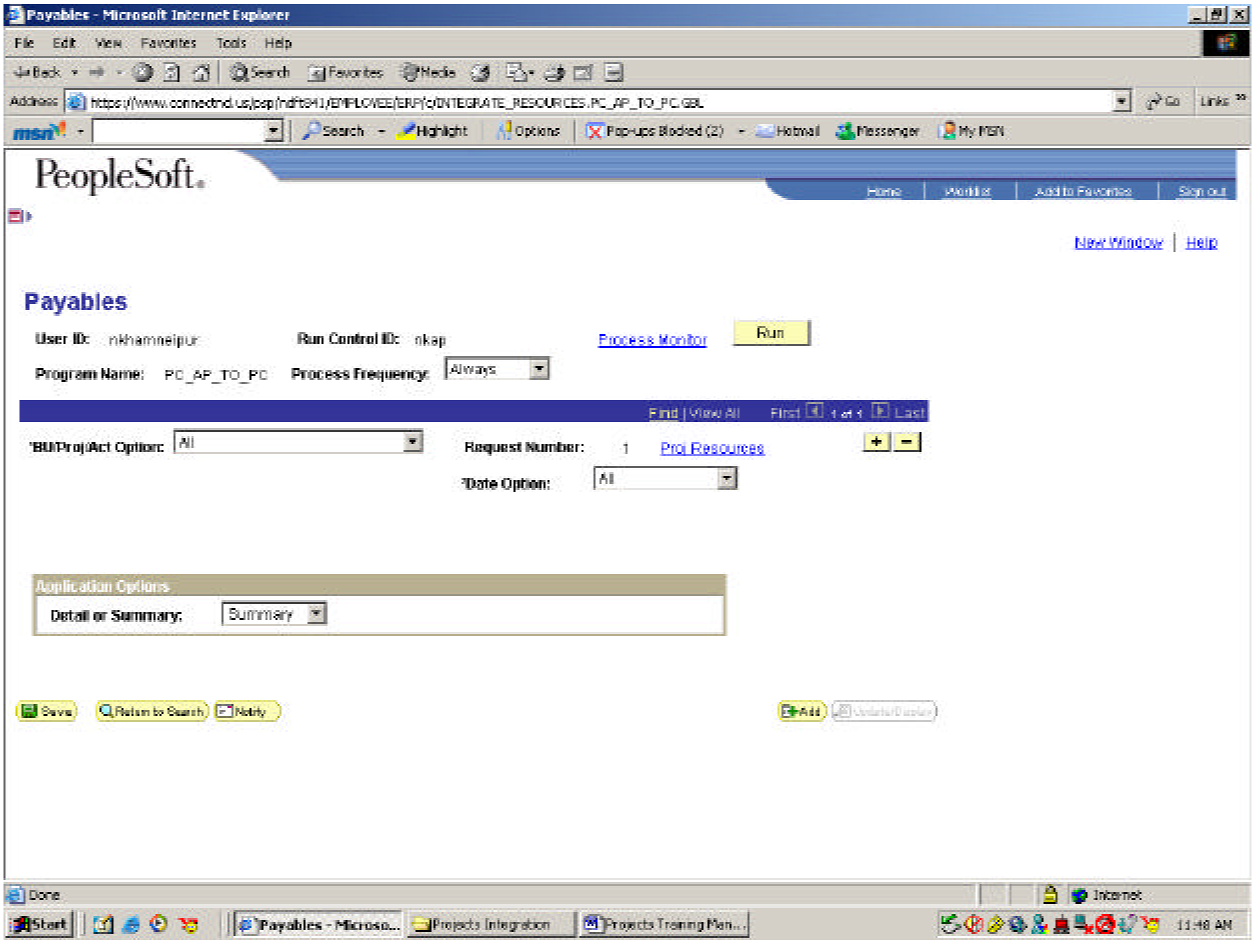
- Enter your unique Run Control.



- If you do not have a Run Control established, please set one up using the ‘Add a New Value’ tab.



- Enter your Run Control ID.
- Click Add.



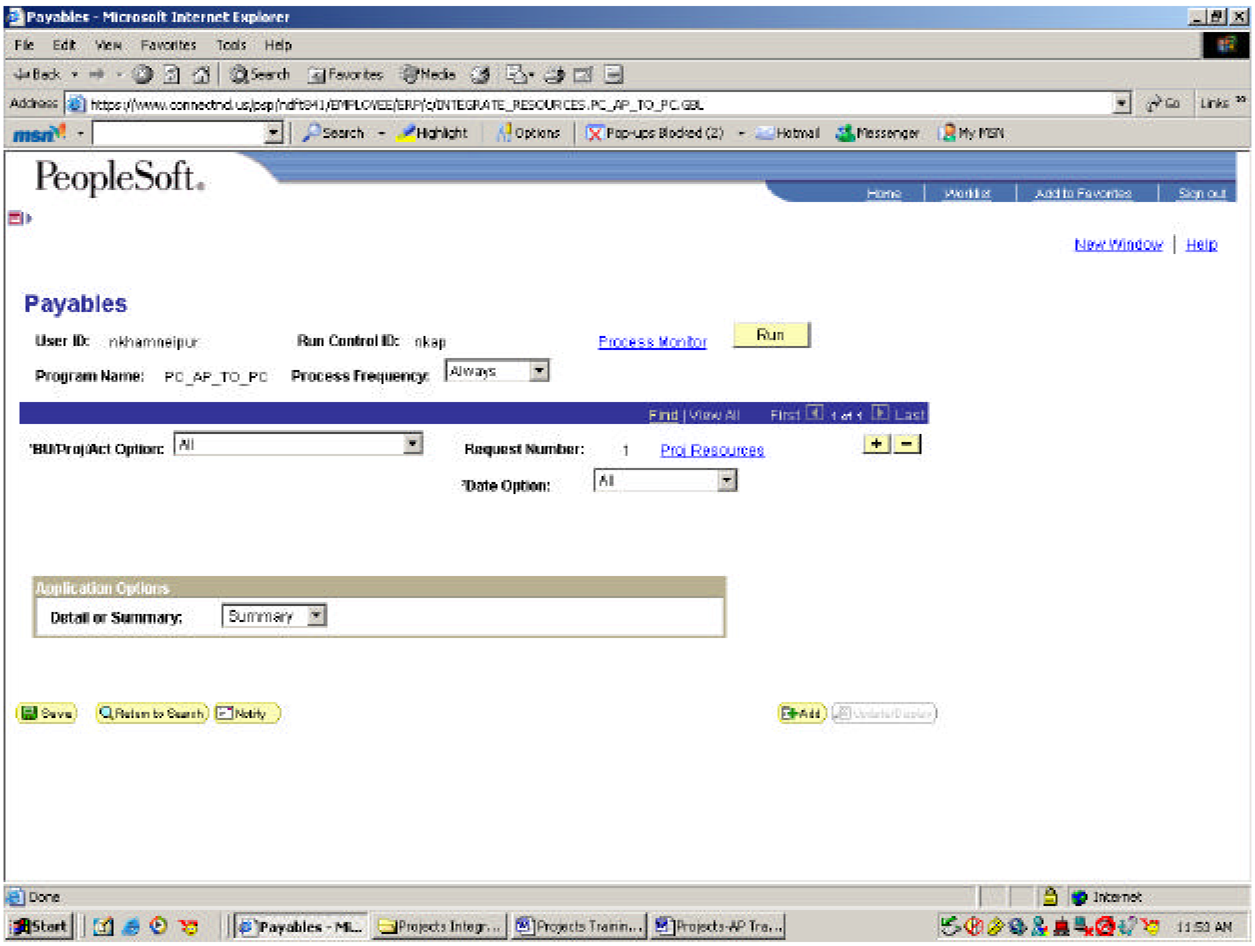
- Business Unit / Project Activity Option:
  - All
  - Selected Business Unit: Enter the appropriate Business Unit. Click the magnifying glass icon to search for valid values.
  - Selected Business Unit / Project: Enter the appropriate Business Unit and Project. Click the magnifying glass icon to search for valid values.
  - Selected Business Unit / Project / Activity: Enter the appropriate Business Unit, Project and Activity. Click the magnifying glass icon to search for valid values.

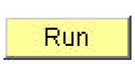
- Date Type:
  - All
  - Accounting Date: Enter the appropriate Date Range.
  - Transaction Date: Enter the appropriate Date Range.

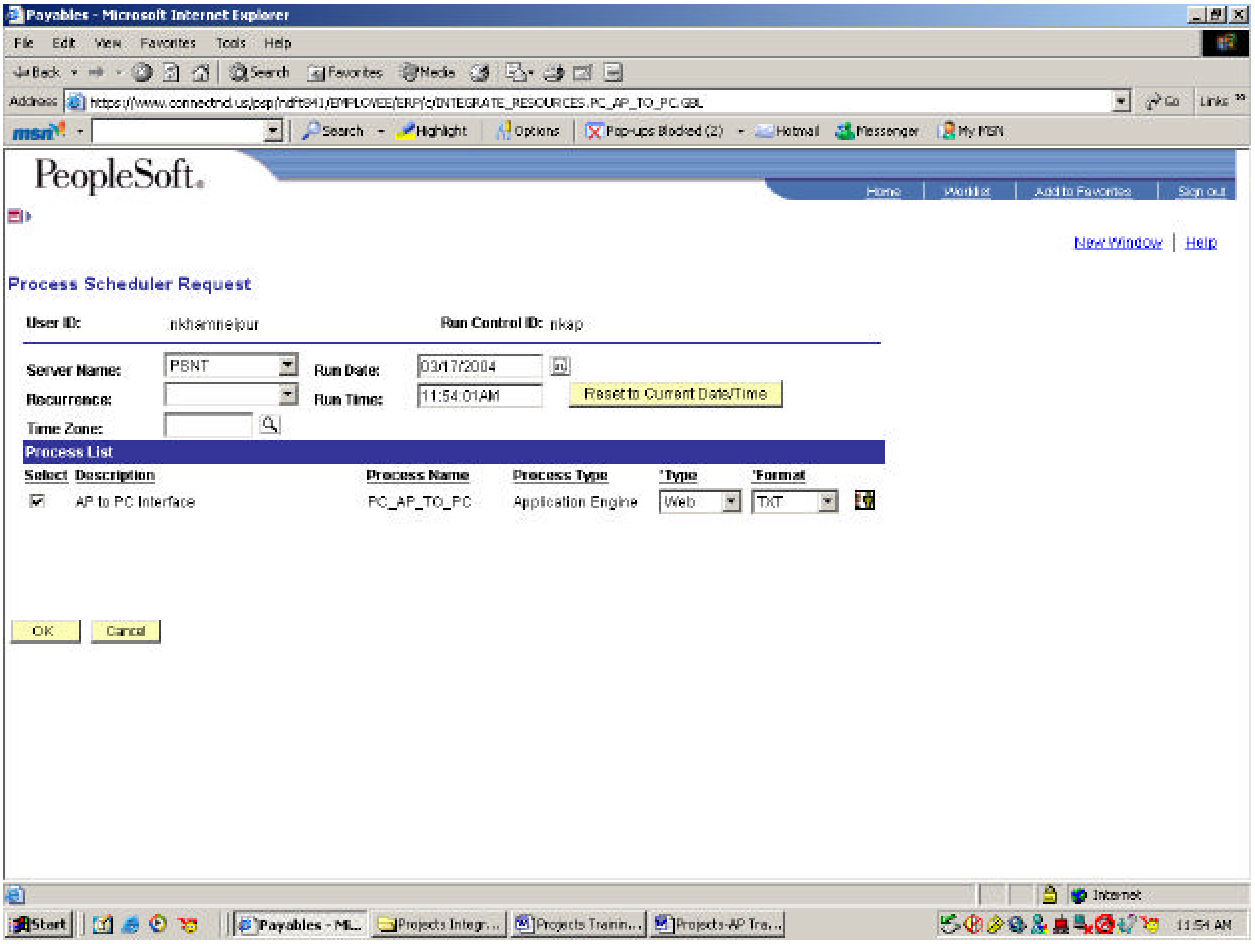
- Application Options: Summary or Detail
  - Summary

- o Detail

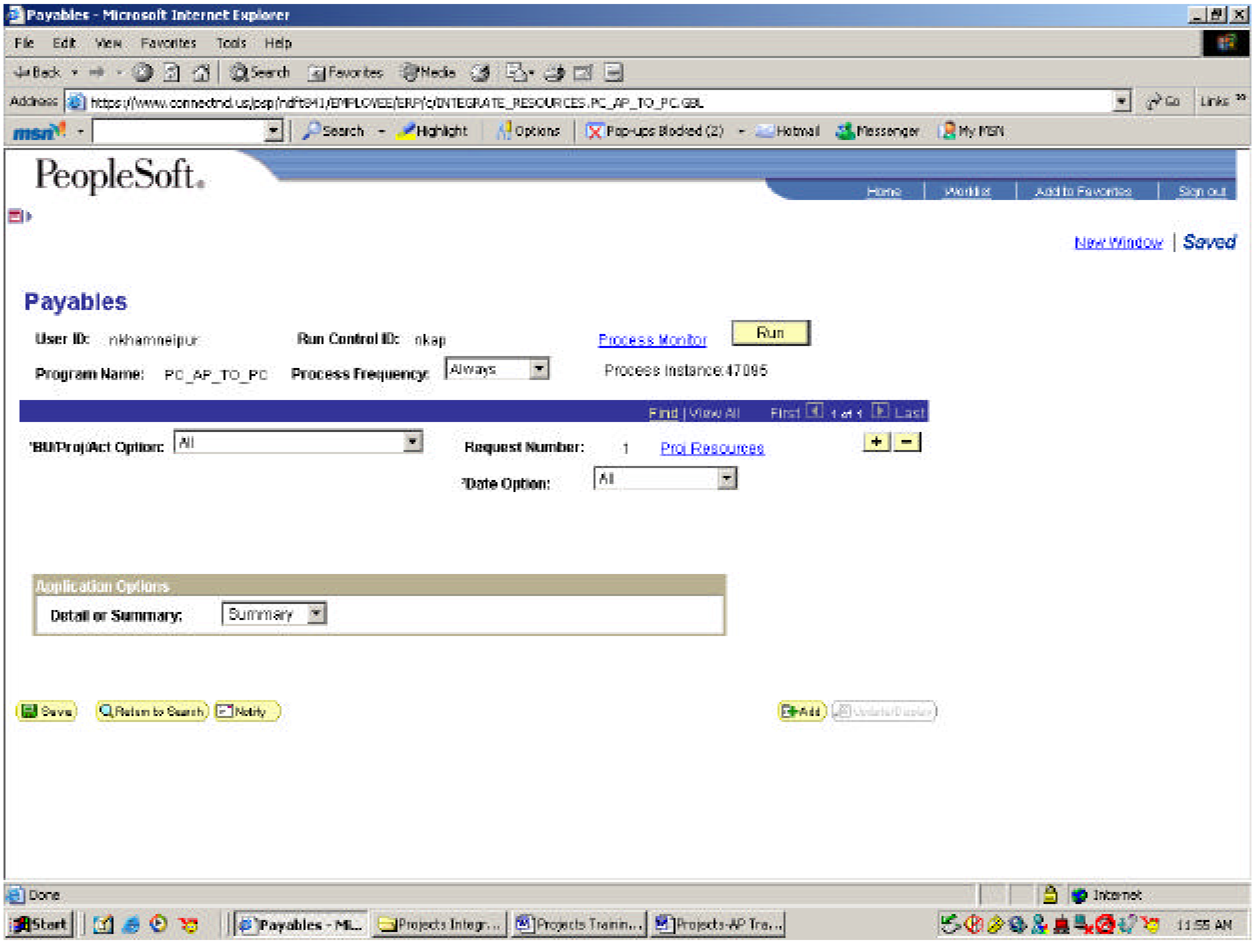
Note: Process takes voucher information and creates Project Resource rows. Selecting 'Summary' will create one row with an Analysis Type of 'ACT'. However, selecting 'Detail' will generate separate Resource rows for each type of cost on the voucher.



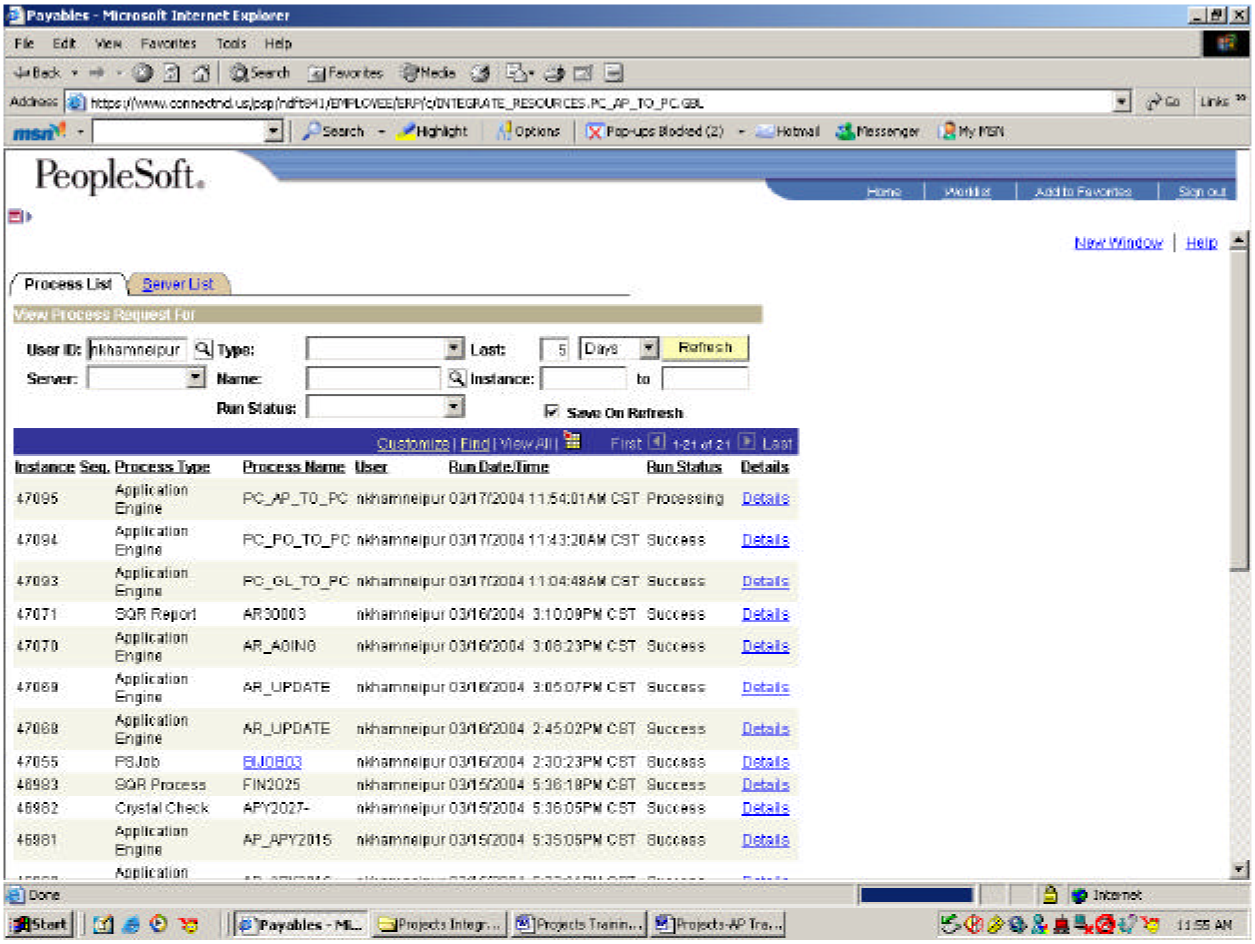
- Click 



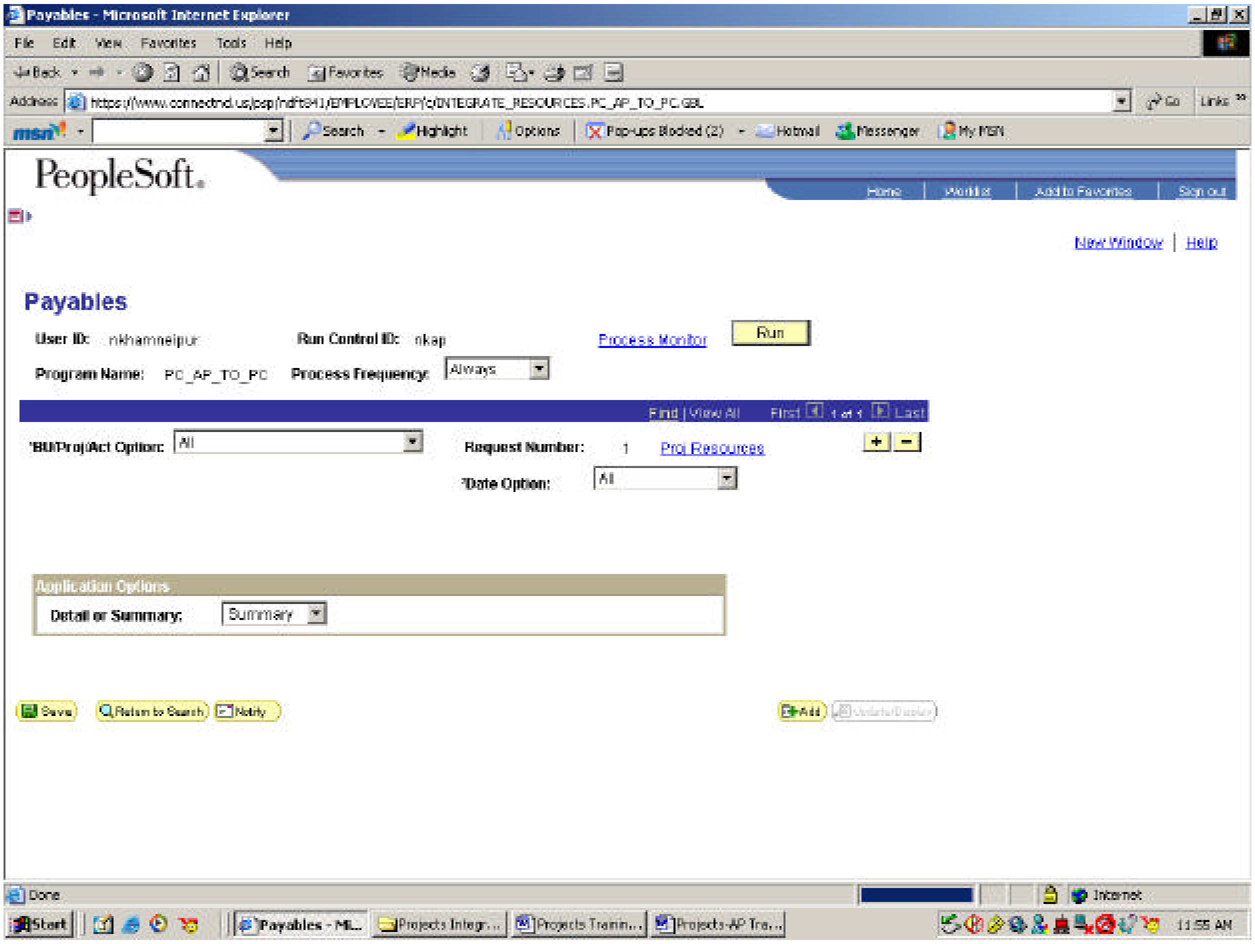
- Select the appropriate **Server Name:** PSNT.
- Select the AP to PC Interface checkbox.
- Click OK to run the process.



- Click the [Process Monitor]() hyperlink to view the status of the process.



- Click on Go Back to Payables hyperlink to return to the process page.



Note: This process will create 'ACT' analysis types.

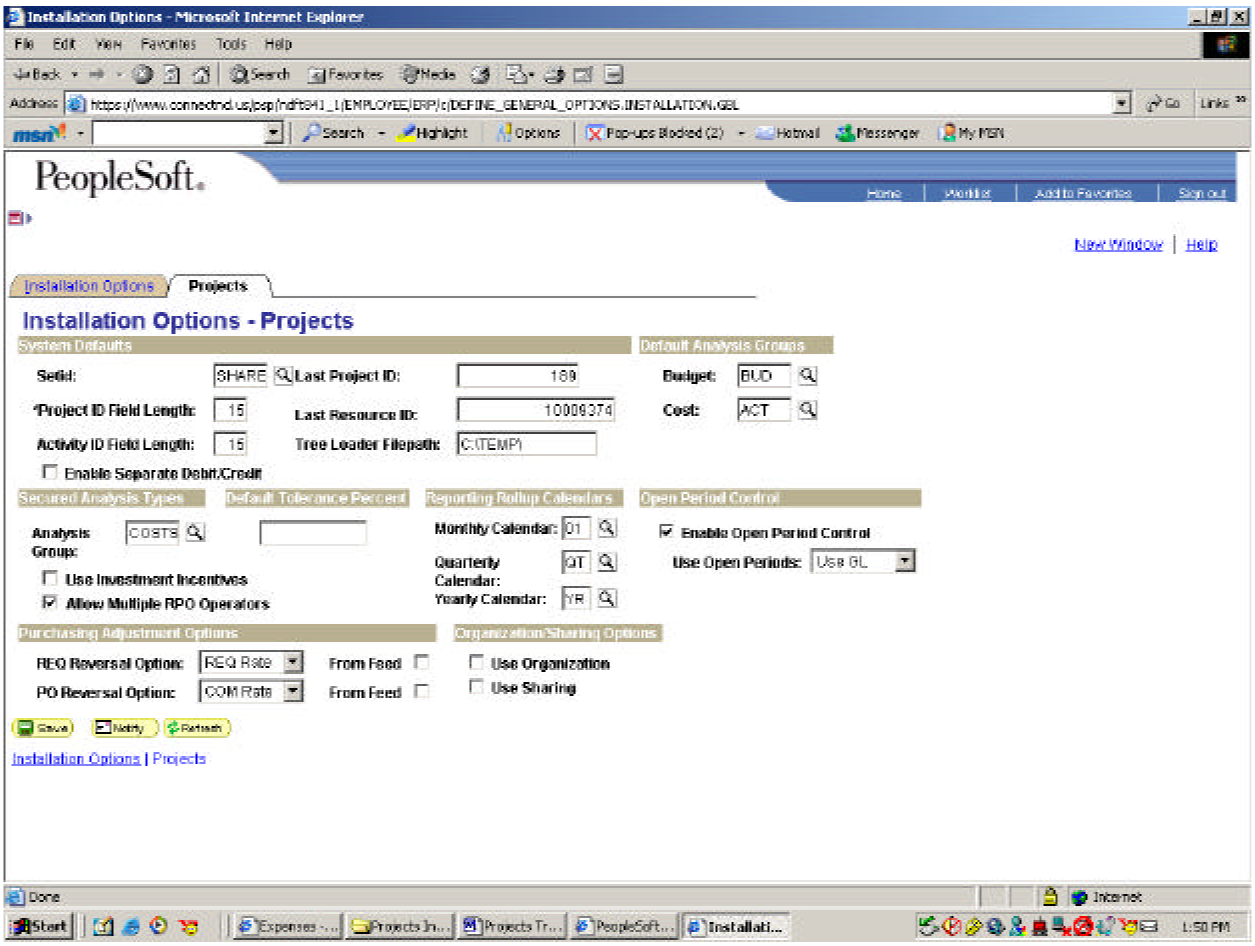
Running the Purchasing Adjustment Process

- The purchasing adjustment process in PeopleSoft Projects can perform three types of actions:
  - Reverse requisitions.
  - Reverse purchase orders (commitments).
  - Adjust closed purchase orders.

- There are two analysis groups used in the Purchasing Adjustment process:
  - *POADJ* identifies the mapping used by the Application Engine process for requisition and purchase order reversals.
  - *OPENC* determines open commitment balances for the closed purchase order adjustments.

Installation Options – Projects Purchasing Adjustment

Setup Financials / Supply Chain > Install > Installation Options > Projects



__Purchasing Adjustment Options:__

REQ Reversal Option	Determines the calculation method used to reduce the balance of purchase requisitions as corresponding purchase orders are dispatched.
	COM Amount: Reduces purchase requisitions by the quantity and amount of corresponding purchase orders when they have been dispatched.
	REQ Rate: Reduces requisitions using the committed quantity multiplied by the cost per unit on the purchase requisition. This is the default option.

	REQ Total: Reverses the purchase requisition entirely when any corresponding purchase order is committed.
PO Reversal Option	Determines the calculation method that will be used to reduce the balance of Purchase Orders as corresponding Vouchers and Material Requests are processed. *COM Rate:* Reduces the purchase order based on the actual quantity from PO Vouchers or Material Requests multiplied by the line cost per unit on the purchase order. This is the default option. *ACT Rate:* Reduces the purchase order in the amount of the actual quantity and cost.

Requisition Reversals

- This table shows adjustment calculations produced by three different requisition reversal options. In each case, a summarized reversal row is created by grouping the requisition, item, and unit of measure.

Analysis Type	Quantity	Unit of Measure	Total Amount	Unit Price
REQ (Requisition)	10	EA	100	10
COM (Purchase Order)	5	EA	35	7

Adjustment produced using the REQ Rate option:

RRV	5	EA	50	10

Adjustment produced using the COM Amount option:
(Note: If the COM amount exceeds the REQ amount, the total REQ amount will be used.)

RRV	5	EA	35	N/A

Adjustment produced using the REQ Total option:

RRV	10	EA	100	10

Note: The same options apply to requisitions that are reversed by inventory costs that fulfill the requisition.

Purchase Order (Commitment) Reversals

Requisition and Purchase Order details:

Analysis Type	Quantity	Unit of Measure	Total Amount	Unit Price
COM	10	EA	100	10
ACT	5	EA	35	7

Adjustment produced using the COM Rate option:

CRV	5	EA	50	10

Adjustment produced using the ACT Amount option:

(Note: If the ACT amount exceeds the COM amount, the total COM amount will be used.)

CRV	5	EA	35	N/A

Closed Purchase Order Adjustments

- This table shows the reversal created when a purchase order is closed or cancelled. To create the reversal, select the *PO Close Adjustments* option when running the Purchasing Adjustment process. Once a purchase order has been manually cancelled or closed in PeopleSoft Purchasing, this process will create a reversal row with an analysis type of *CCA* so that the outstanding commitment can be reduced.

Requisition and Purchase Order details:

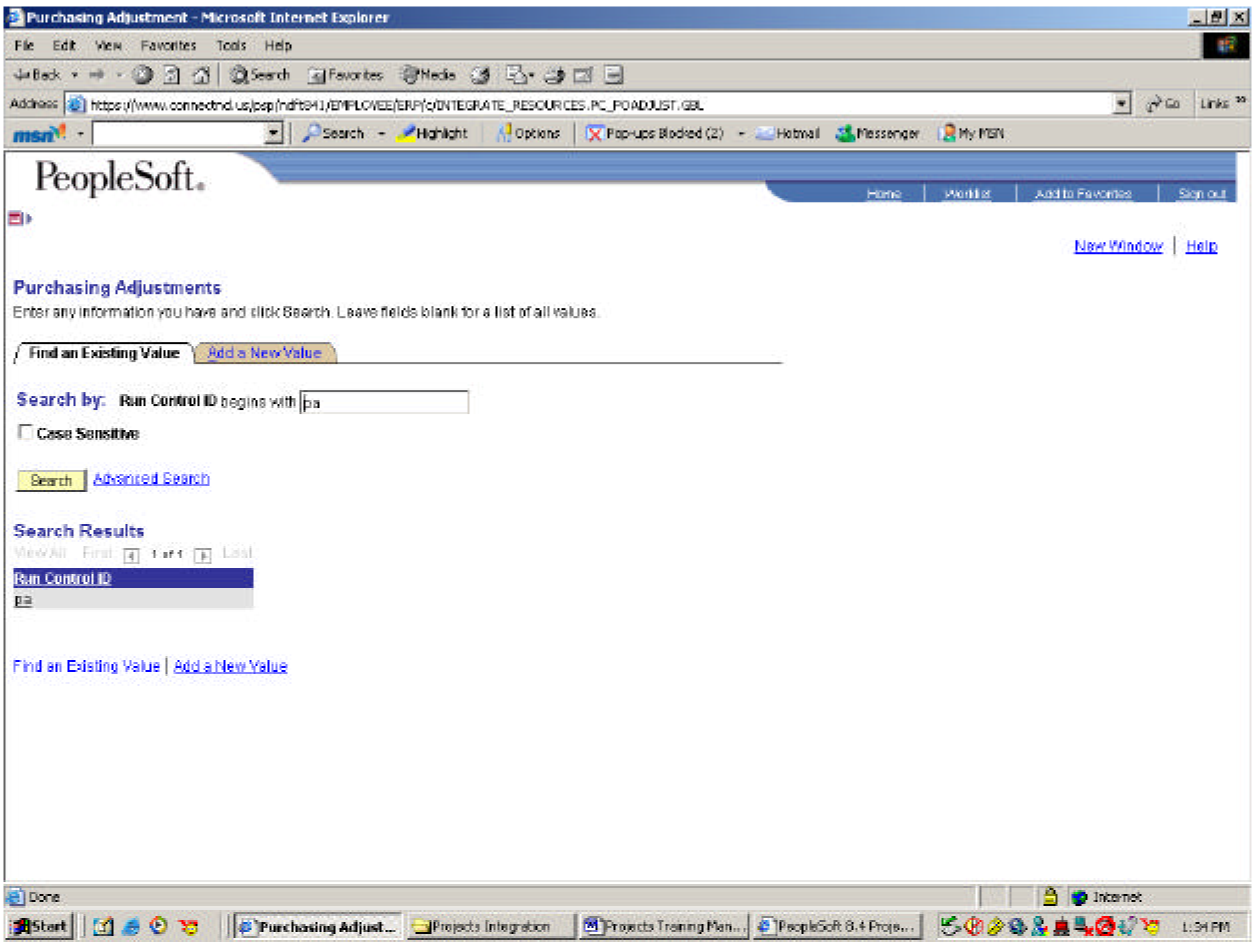
Analysis Type	Quantity	Unit of Measure	Total Amount
COM	5	EA	35

Adjustment produced by PO Close Adjustment option:

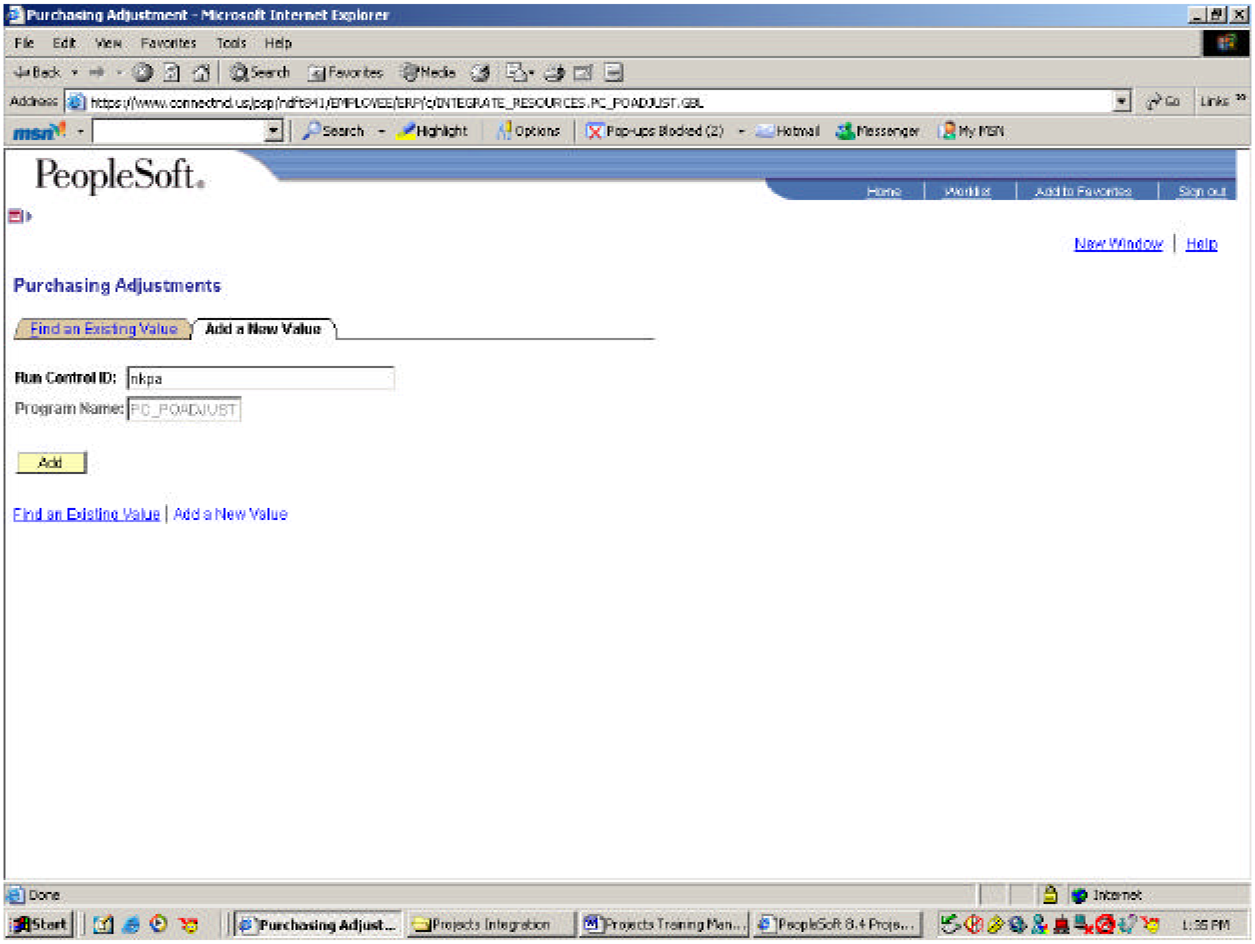
CCA	5	EA	35

Projects > Collect Costs > Purchasing Adjustment

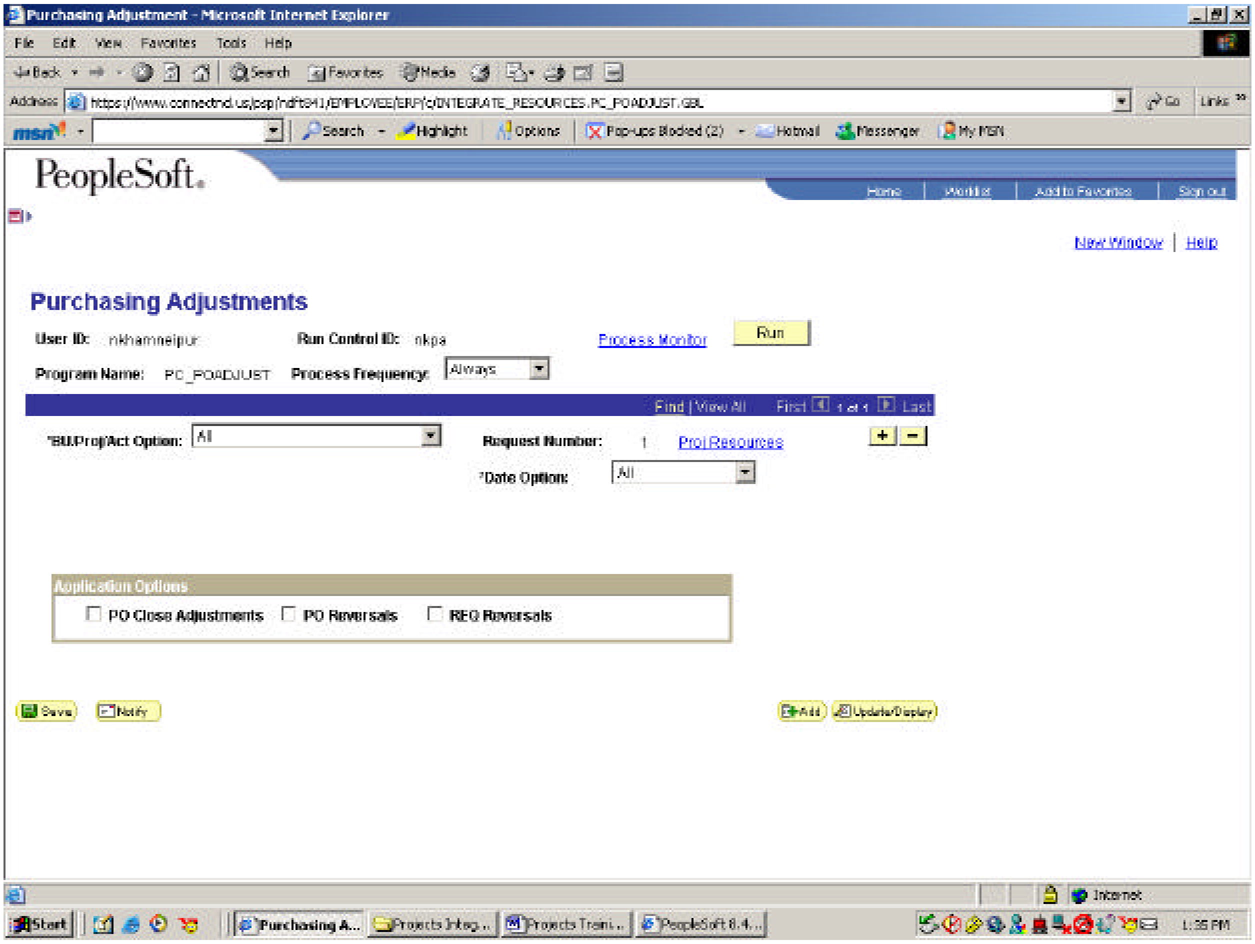
- Enter your unique Run Control.



- If you do not have a Run Control established, please set one up using the ‘Add a New Value’ tab.



- Enter your Run Control ID.
- Click Add.



- Business Unit / Project Activity Option:
    - All
    - Selected Business Unit: Enter the appropriate Business Unit. Click the magnifying glass icon to search for valid values.
    - Selected Business Unit / Project: Enter the appropriate Business Unit and Project. Click the magnifying glass icon to search for valid values.
    - Selected Business Unit / Project / Activity: Enter the appropriate Business Unit, Project and Activity. Click the magnifying glass icon to search for valid values.

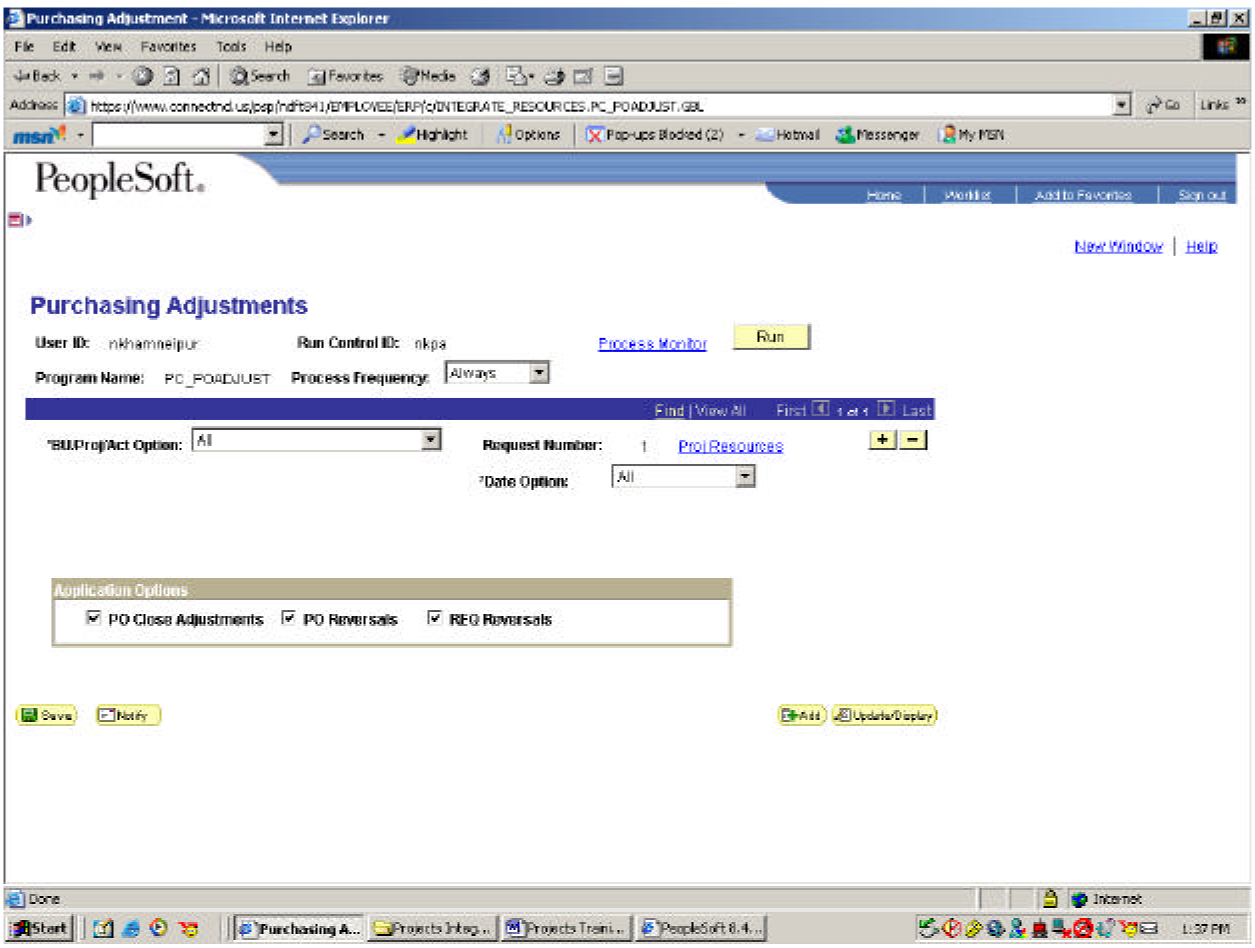
- Date Type:
    - All
    - Accounting Date: Enter the appropriate Date Range.
    - Transaction Date: Enter the appropriate Date Range.

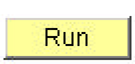
- Application Options:

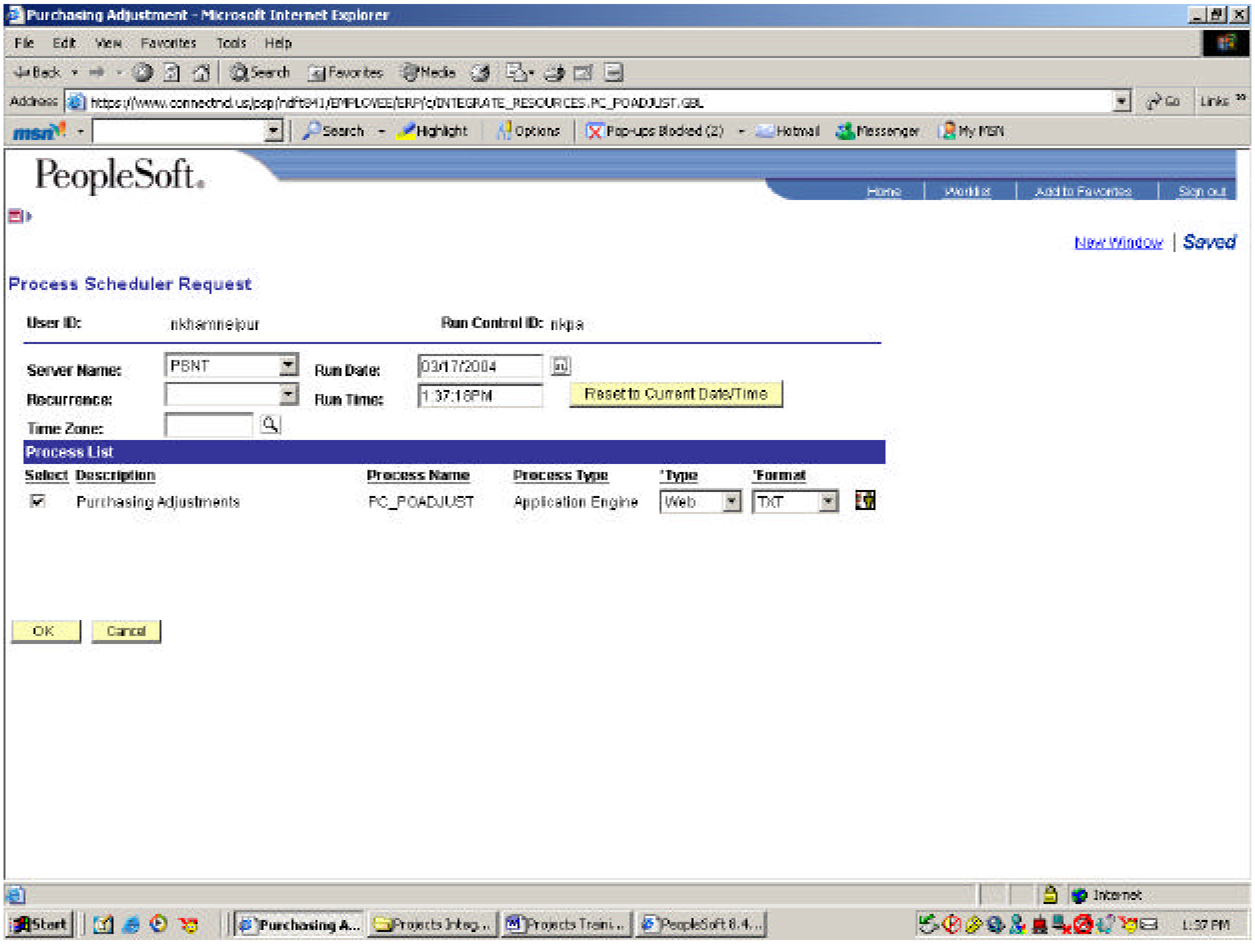
- o PO Close Adjustment: Creates a resource transaction with an Analysis Type of *CCA* (closed commitment adjustment).

- o PO Reversals: Creates a resource transaction with an Analysis Type of CRV (commitment reversal).

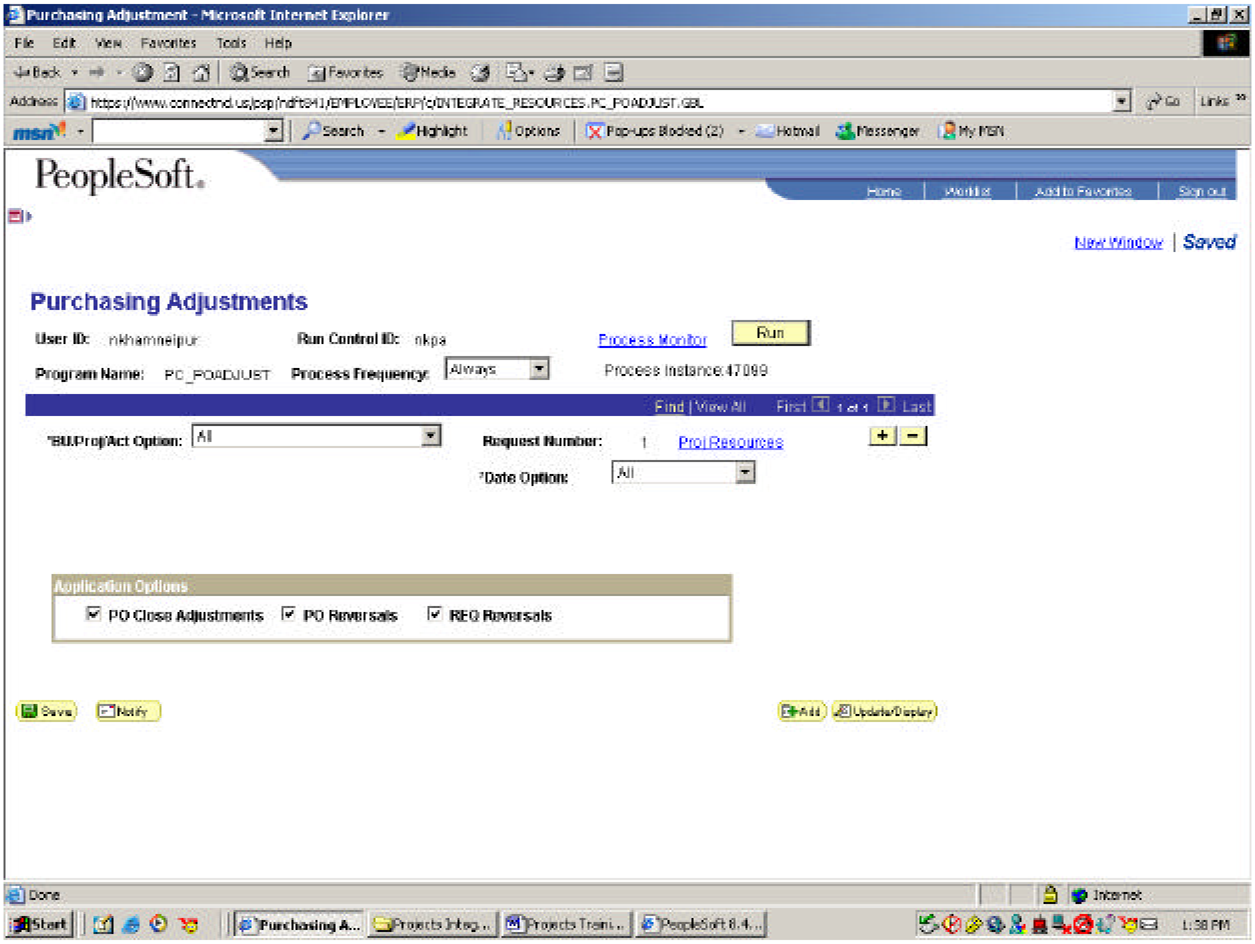
- o REQ Reversals: Creates a reversal transaction with an Analysis Type of *RRV* (requisition reversal).



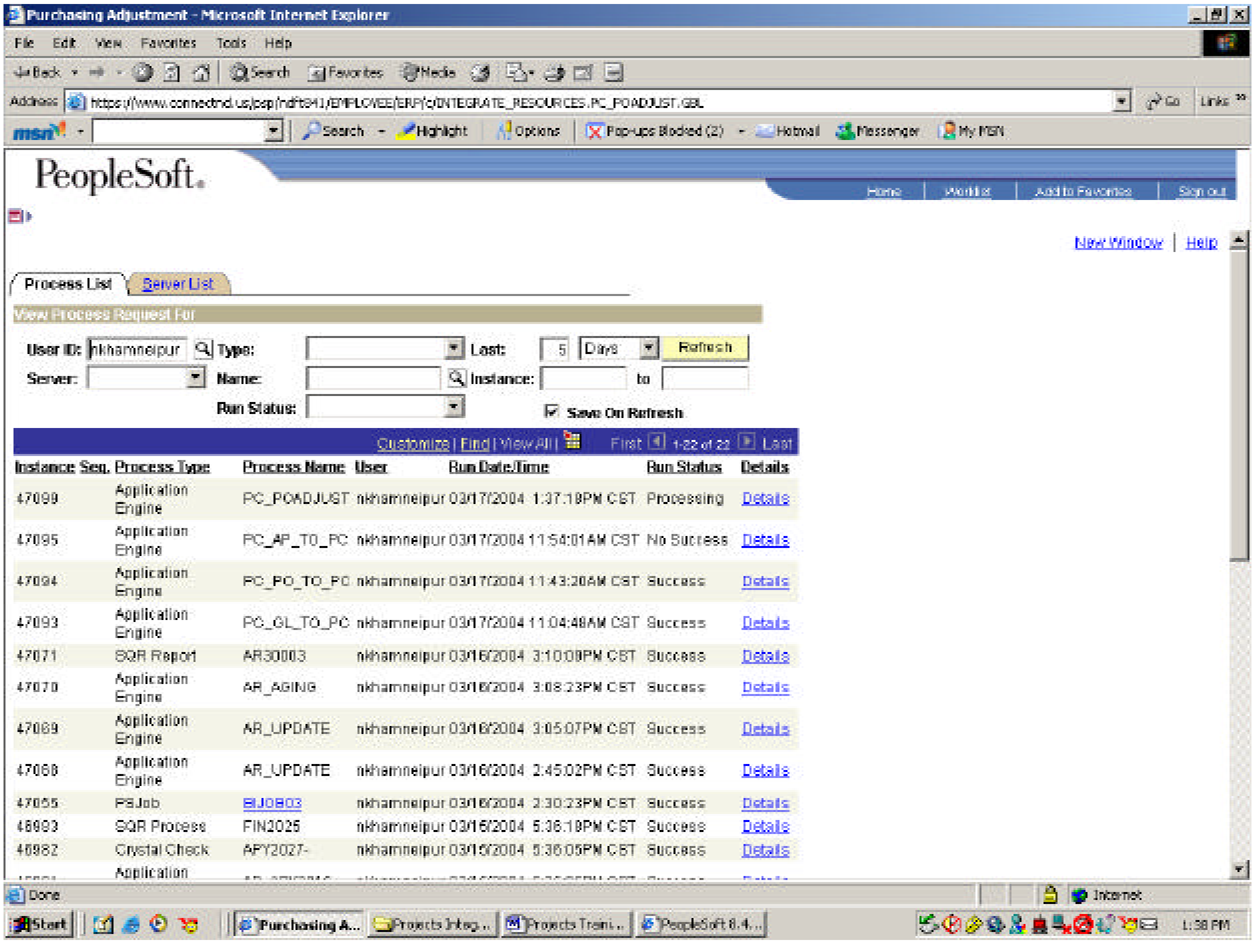
- Click 



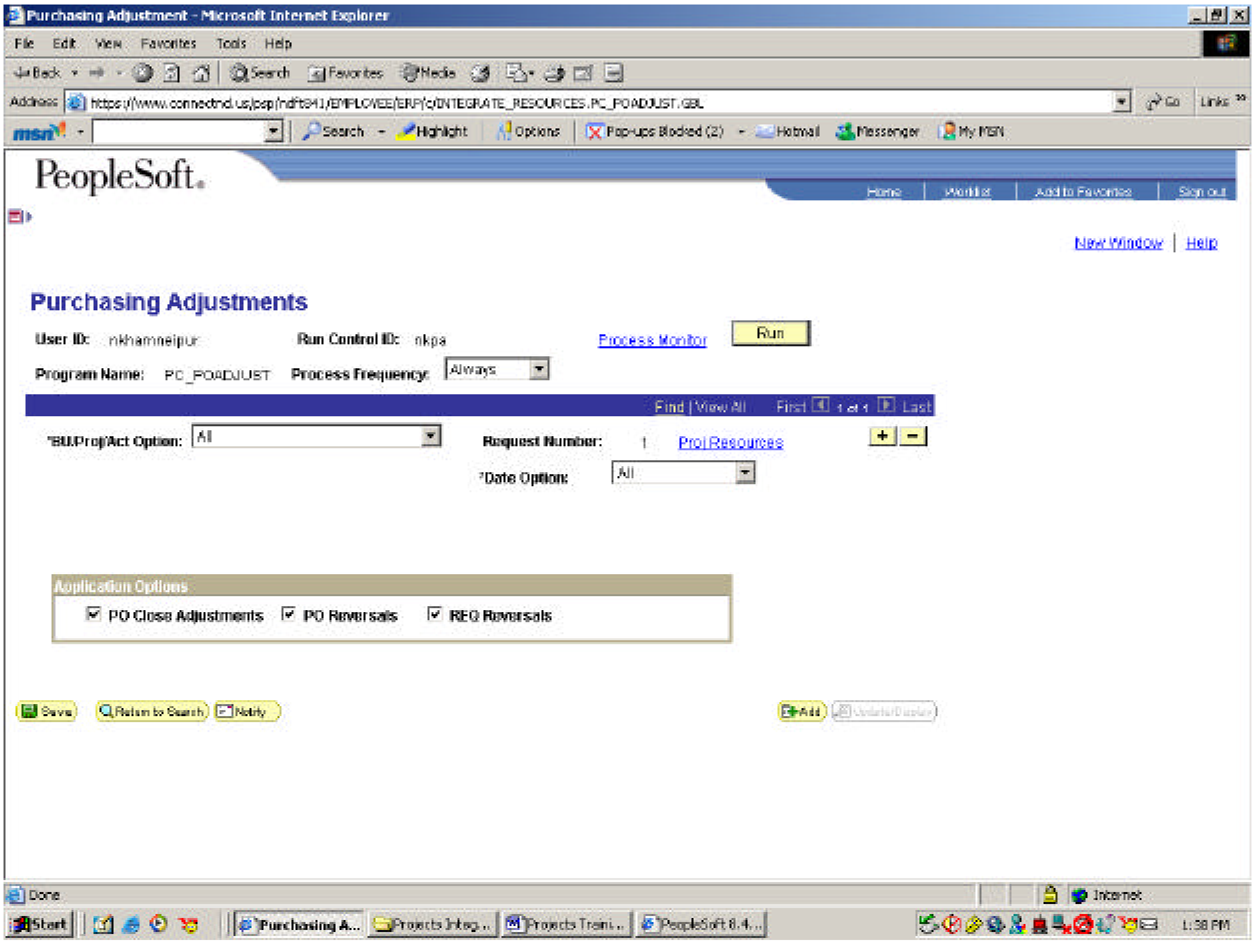
- Select the appropriate **Server Name:** PSNT.
- Select the Purchasing Adjustments checkbox.
- Click OK to run the process.



- Click the Process Monitor hyperlink to view the status of the process.



- Click on Go Back to Purchasing Adjustments hyperlink to return to the process page.



Note: This process will create ‘RRV’, ‘CCA’,’CRV’ analysis types depending on the Application Options.

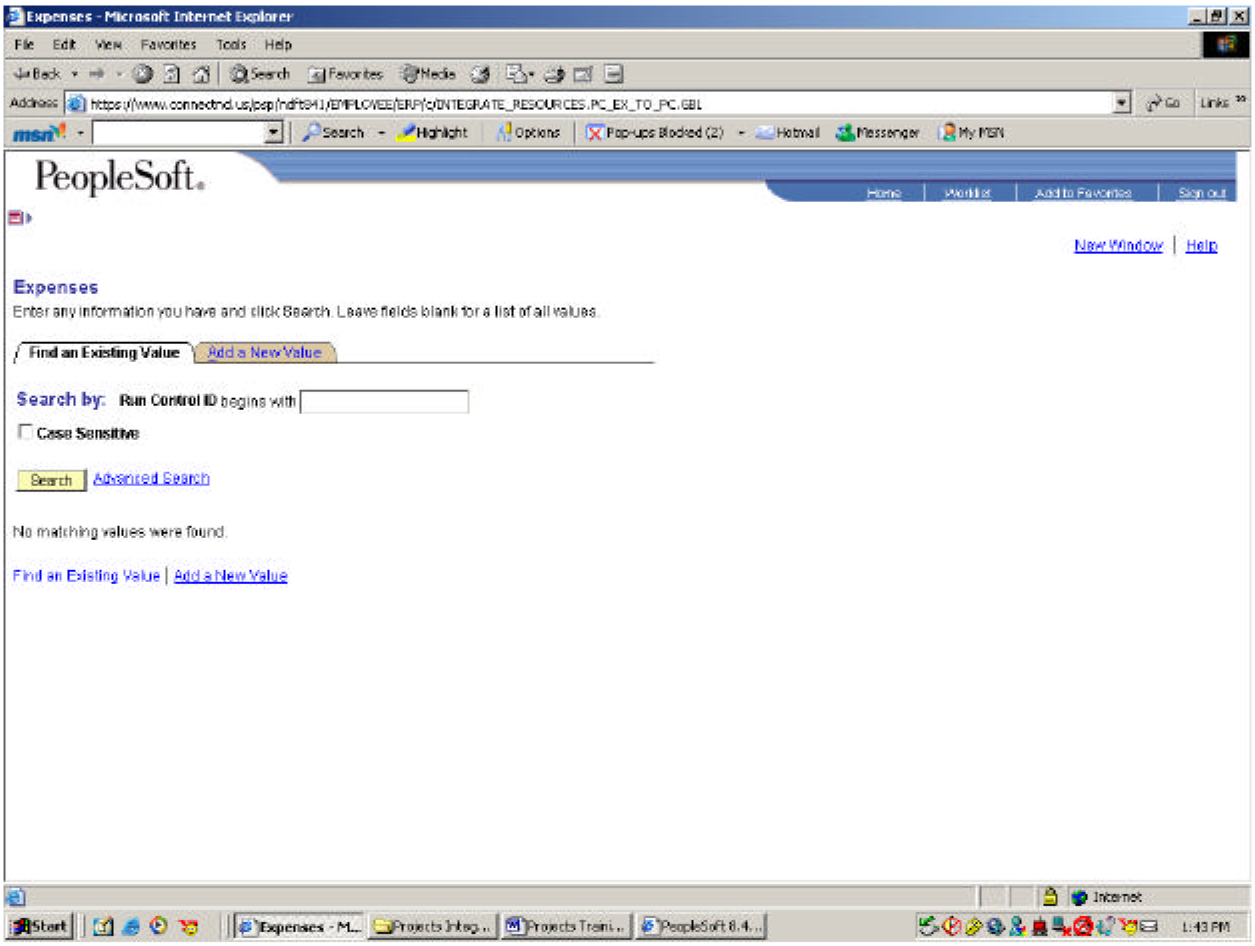
Running the Expenses to Projects Process

- Once time reports have been entered and approved, the Expense Processes page is accessed to run the EX_TRAN_PRCS Application Engine process. By checking *Stage Time to Projects* on the Expense Processes page, the EX_TRAN_PRCS process calls the EX_PC_TM_STG Application Engine to stage time data to the EX_PROJ_RES_STG table. The PC_EX_TO_PC process can then be run to load data from the EX_PROJ_RES_STG table into PeopleSoft Projects.

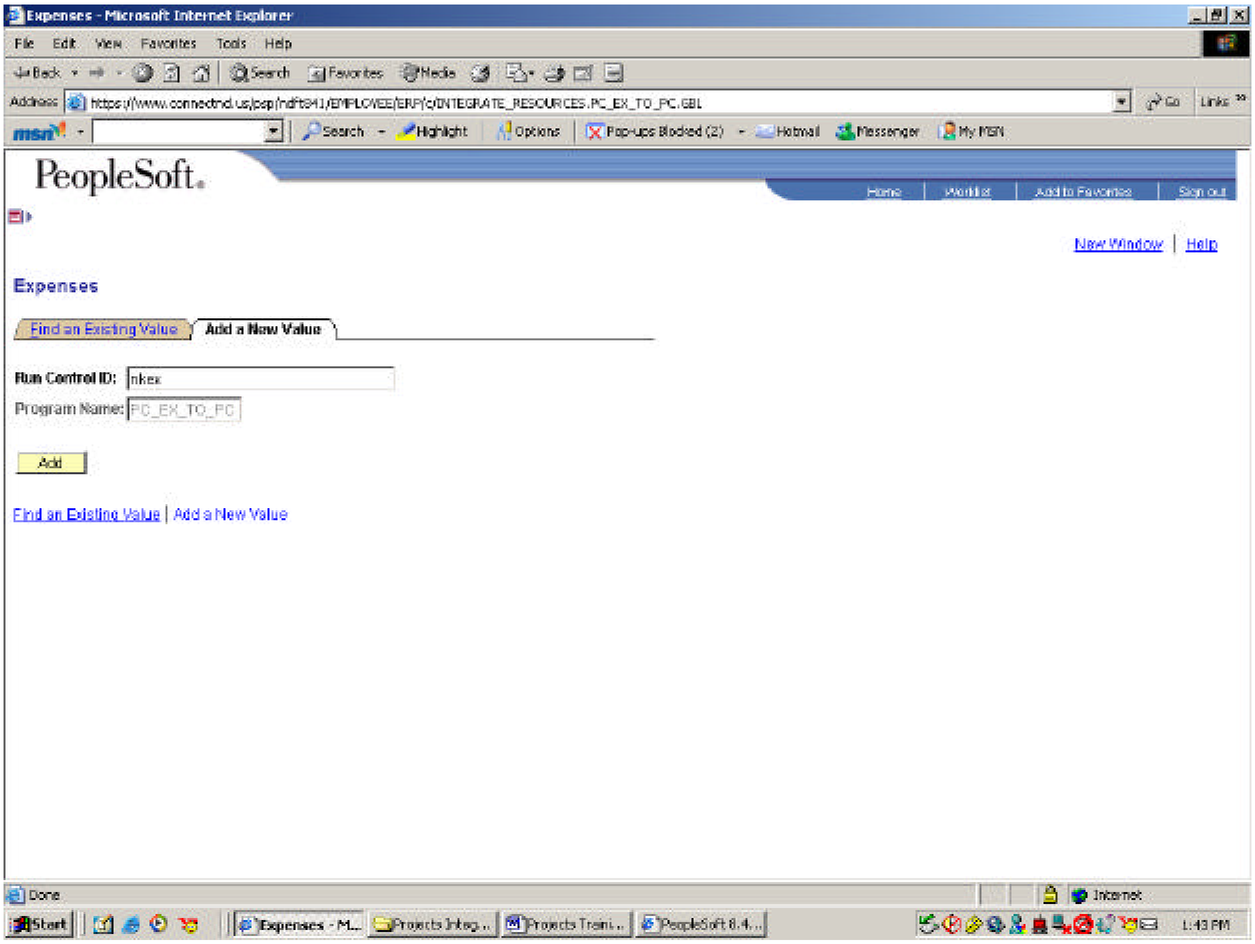
- This process pulls approved time reports and expenses into PeopleSoft Projects from PeopleSoft Expenses.

Projects > Collect Costs > Expenses

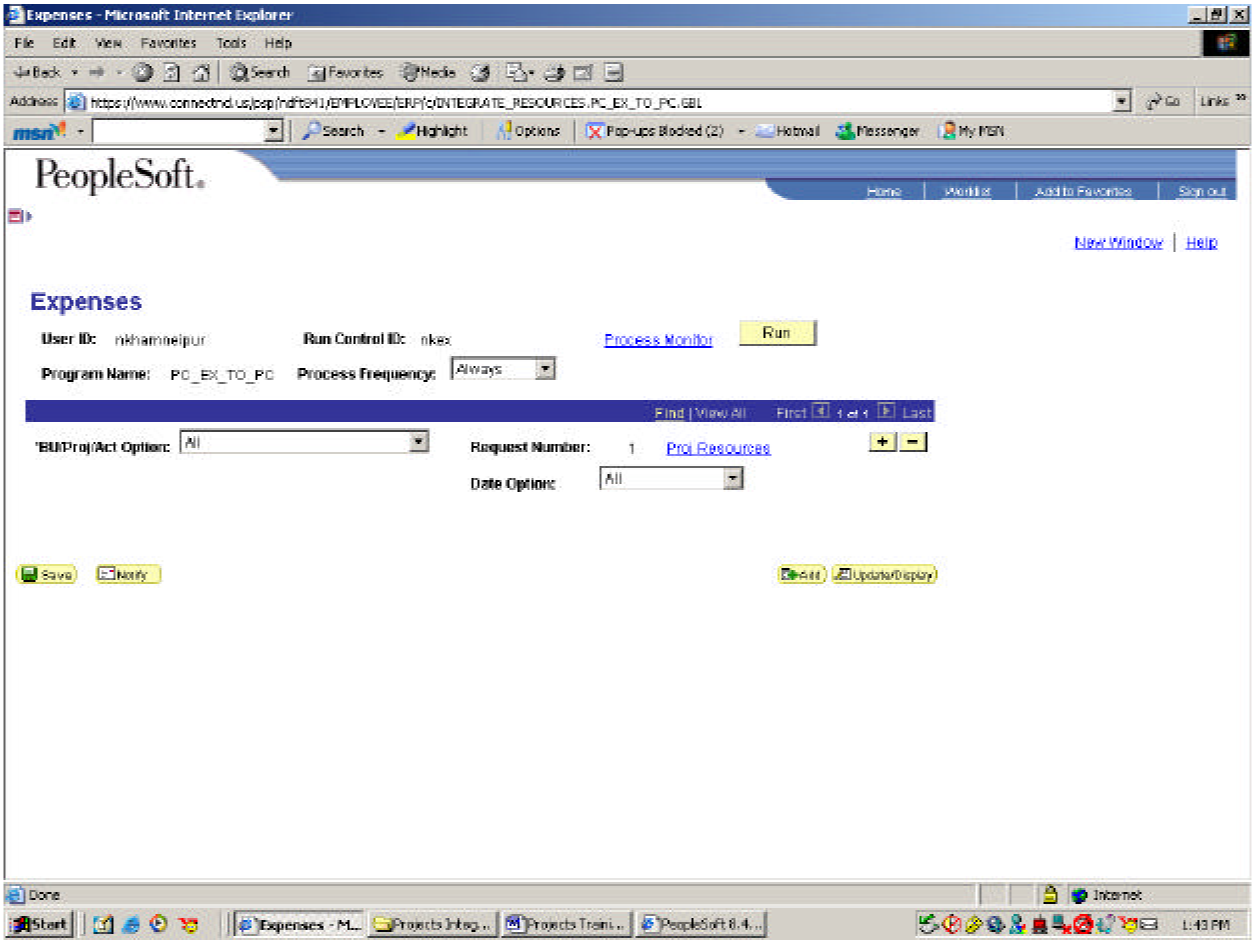
- Enter your unique Run Control.



- If you do not have a Run Control established, please set one up using the ‘Add a New Value’ tab.

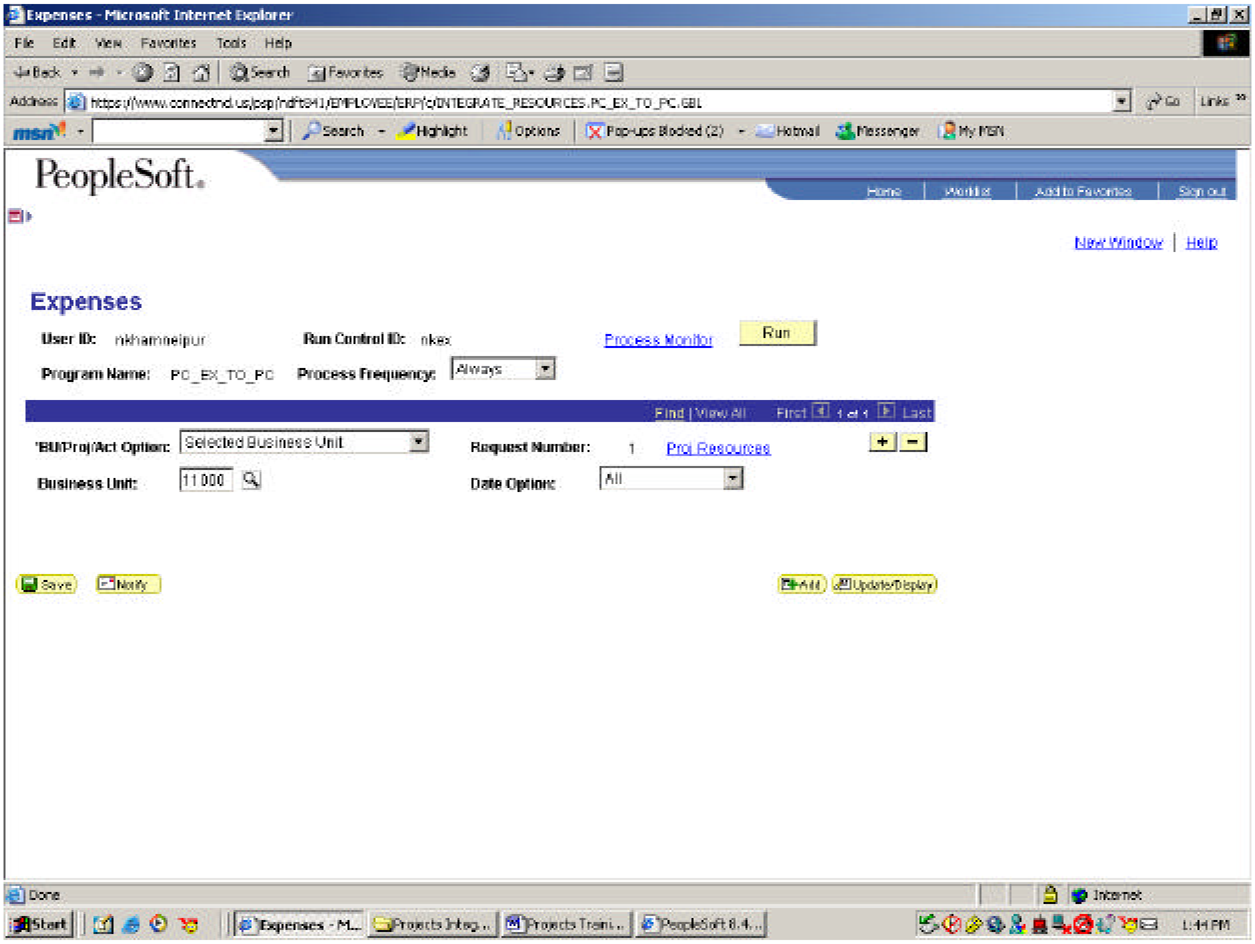


- Enter your Run Control ID.
- Click Add.

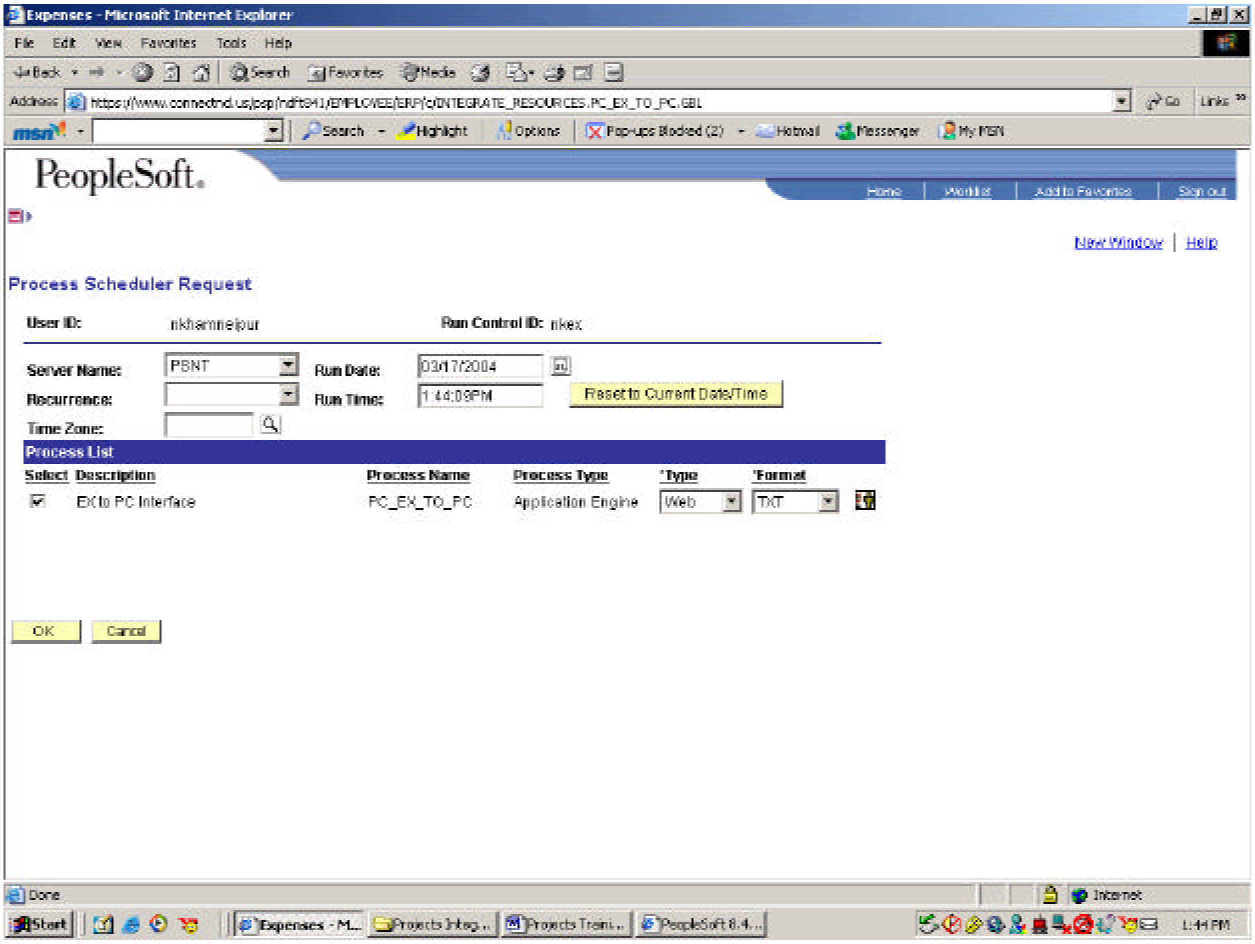


- Business Unit / Project Activity Option:
    - All
    - Selected Business Unit: Enter the appropriate Business Unit. Click the magnifying glass icon to search for valid values.
    - Selected Business Unit / Project: Enter the appropriate Business Unit and Project. Click the magnifying glass icon to search for valid values.
    - Selected Business Unit / Project / Activity: Enter the appropriate Business Unit, Project and Activity. Click the magnifying glass icon to search for valid values.

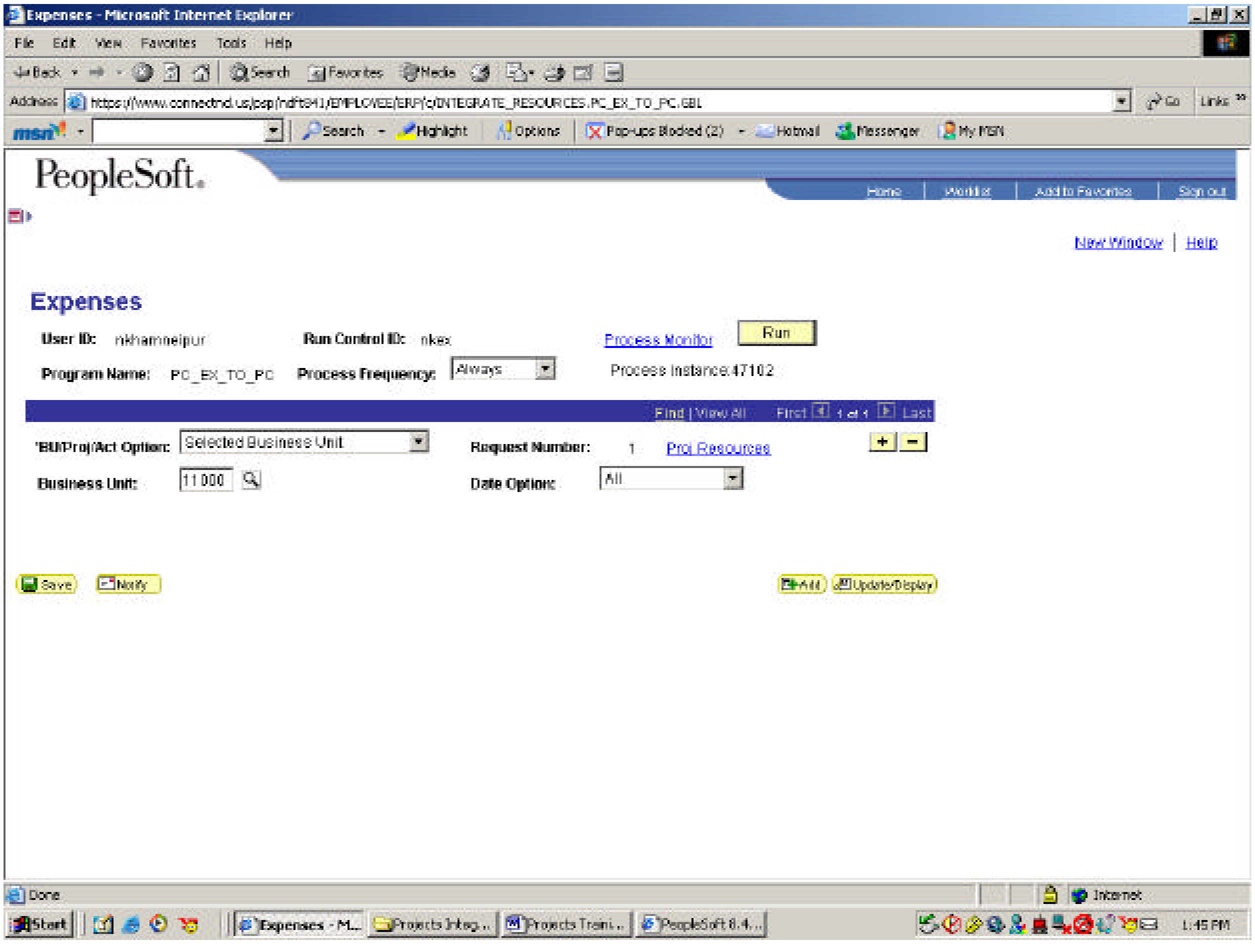
- Date Type:
    - All
    - Accounting Date: Enter the appropriate Date Range.
    - Transaction Date: Enter the appropriate Date Range.



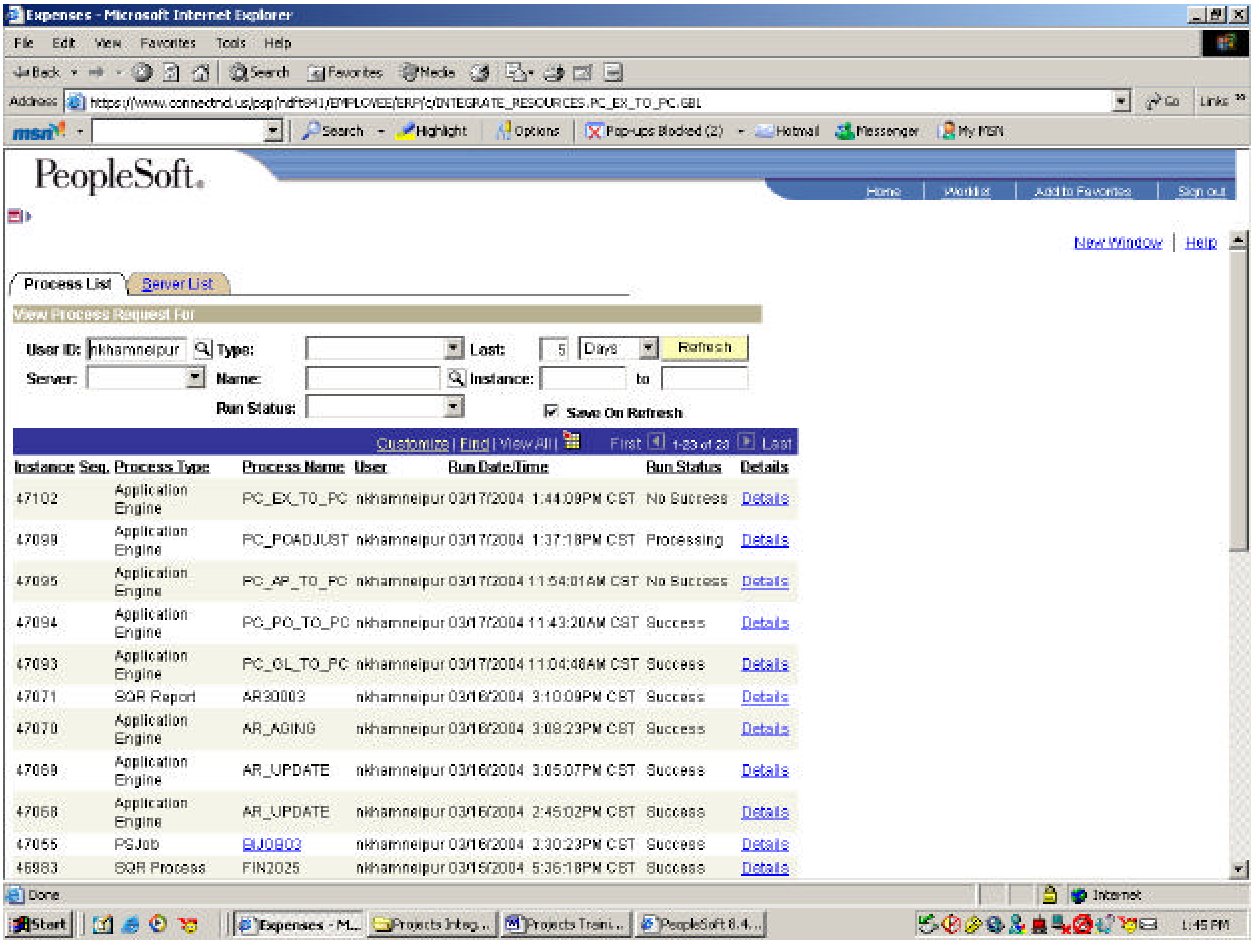
- Click Run



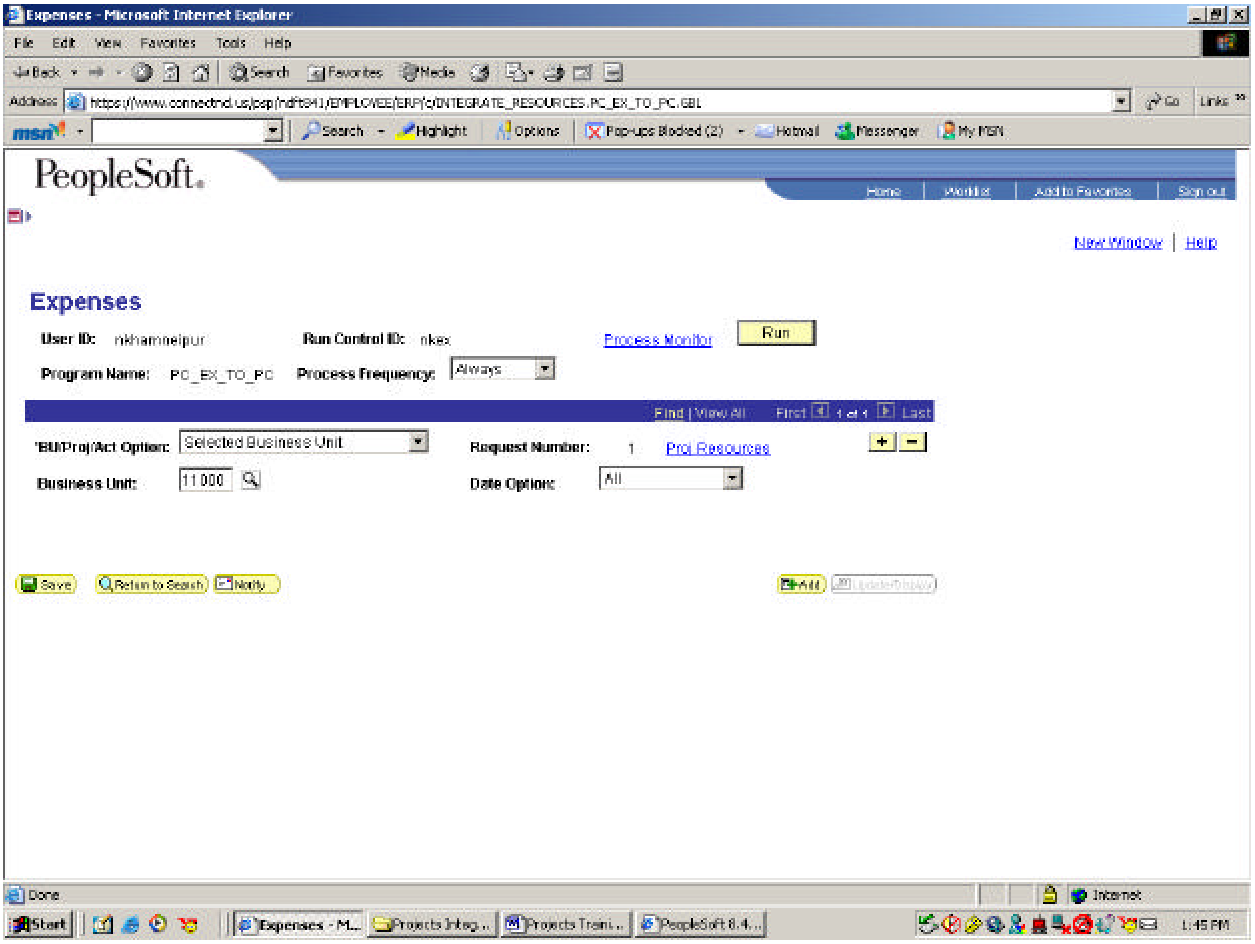
- Select the appropriate **Server Name:** PSNT.
- Select the EX to PC Interface checkbox.
- Click OK to run the process.



- Click the Process Monitor hyperlink to view the status of the process.



- Click on Go Back to Expenses hyperlink to return to the process page.



Note: This process will create ‘ACT’ analysis types.

Running the Receivables to Projects Process

- The Receivables Adjustments Application Engine process, PC_AR_TO_PC, moves data from PeopleSoft Receivables to PeopleSoft Projects. Only entry types that relate to revenue adjustments are integrated back to PeopleSoft Projects.

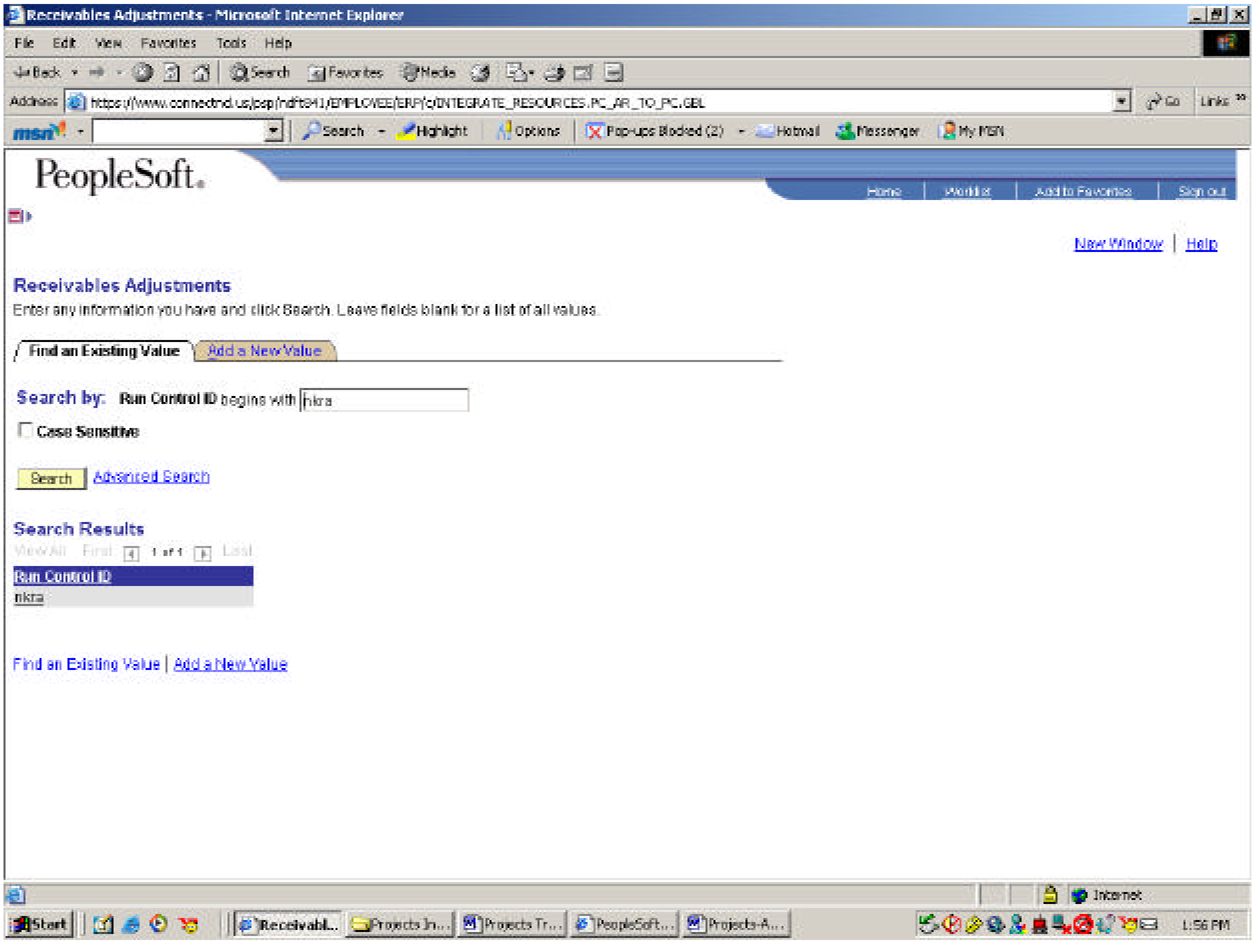
- When you post an item, the receivables system flags the item as ready to distribute to PeopleSoft Projects by setting the PC_DISTRIB_STATUS flag on the PS_ITEM_ACTIVITY table to *N* (not distributed). When you run the Receivables Adjustments Application Engine in the project system, the process copies this information into PeopleSoft Projects and updates the PS_ITEM_ACTIVITY table to *D* (Done).

- PeopleSoft Accounts Receivable / Billing Entry Types that integrate with Projects include:

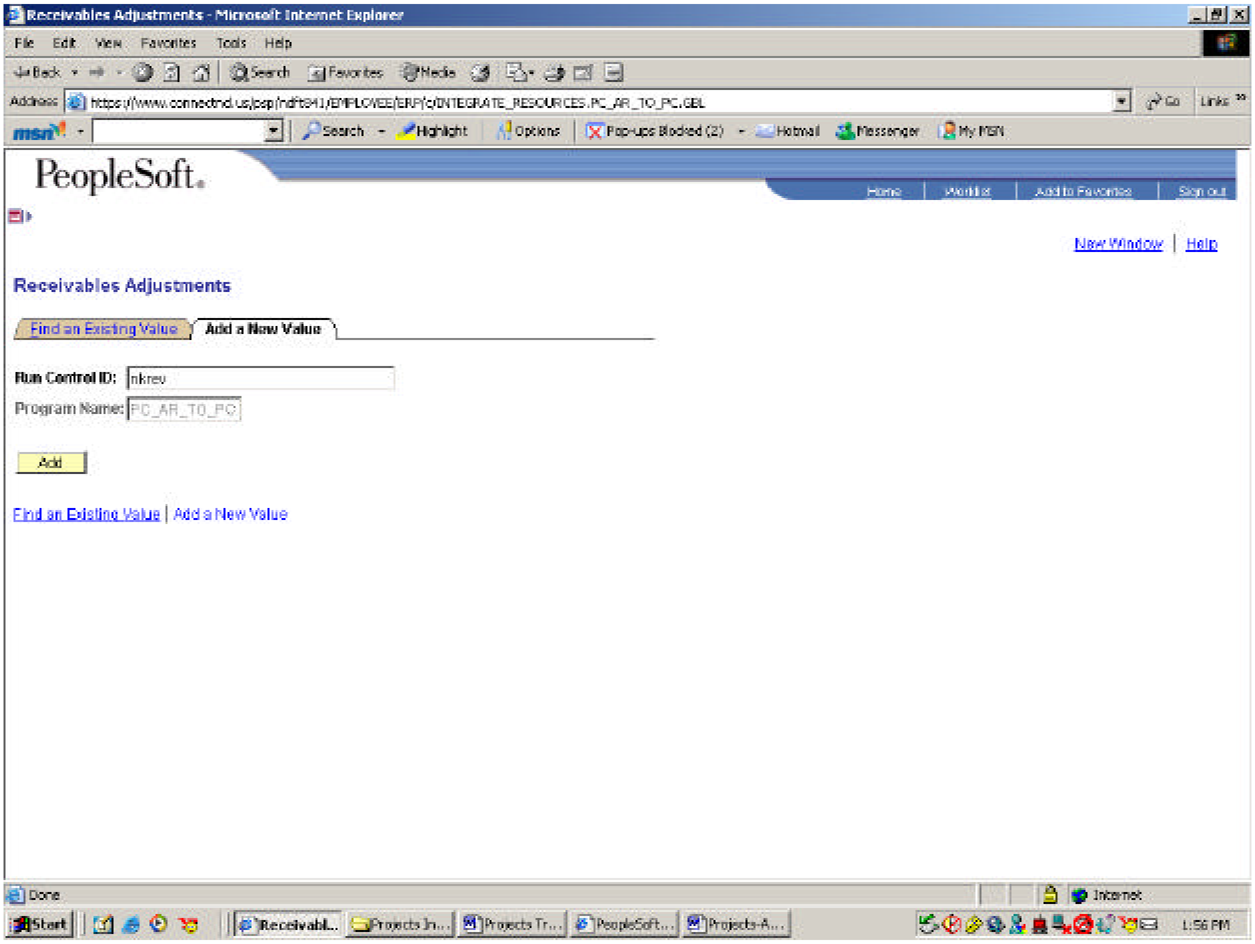
Entry Type	Description
IT-01	Create an invoice/debit memo.
IT-02	Create a credit memo.
MT-03	Write-off a debit.
MT-04	Create a new debit.
MT-07	Write-off remaining debit.
WS-03	Take earned discount.
WS-04	Take unearned discount.
WS-07	Adjust remaining underpayment.
WS-08	Create a deduction.
WS-09	Write off an item
WS-11	Write off an underpayment.

Projects > Collect Revenue > Revenue Adjustments

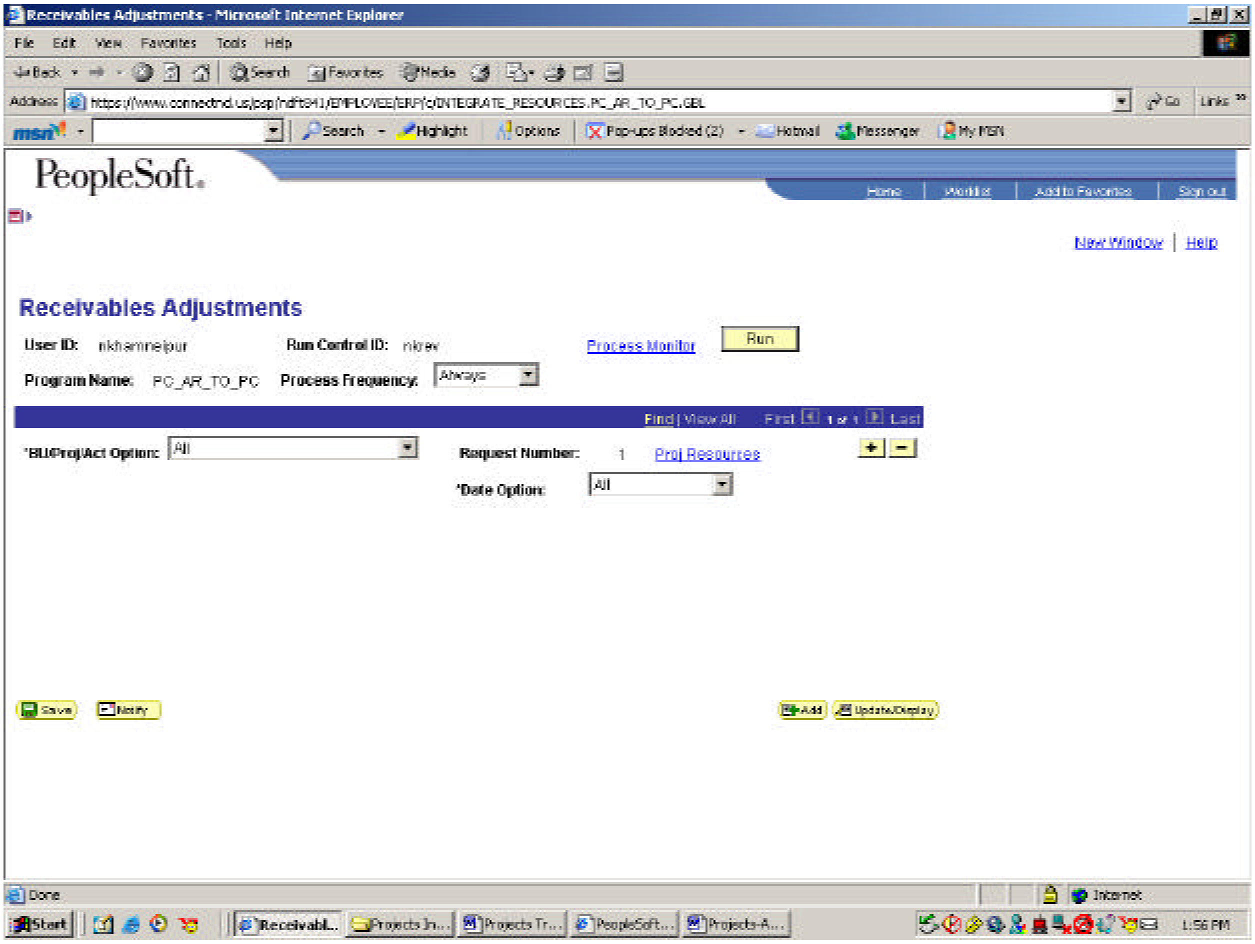
- Enter your unique Run Control.



- If you do not have a Run Control established, please set one up using the 'Add a New Value' tab.

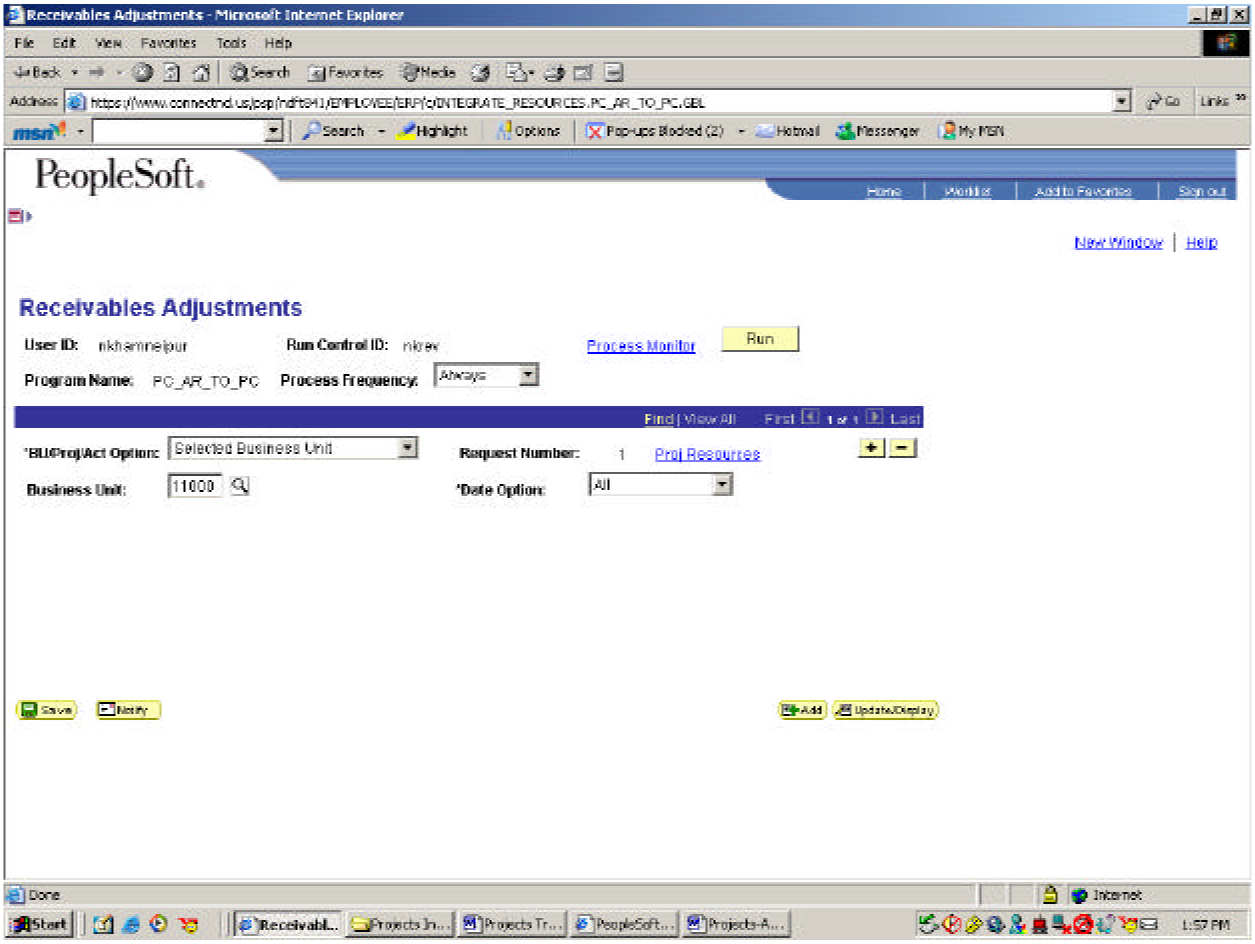


- Enter your Run Control ID.
- Click Add.

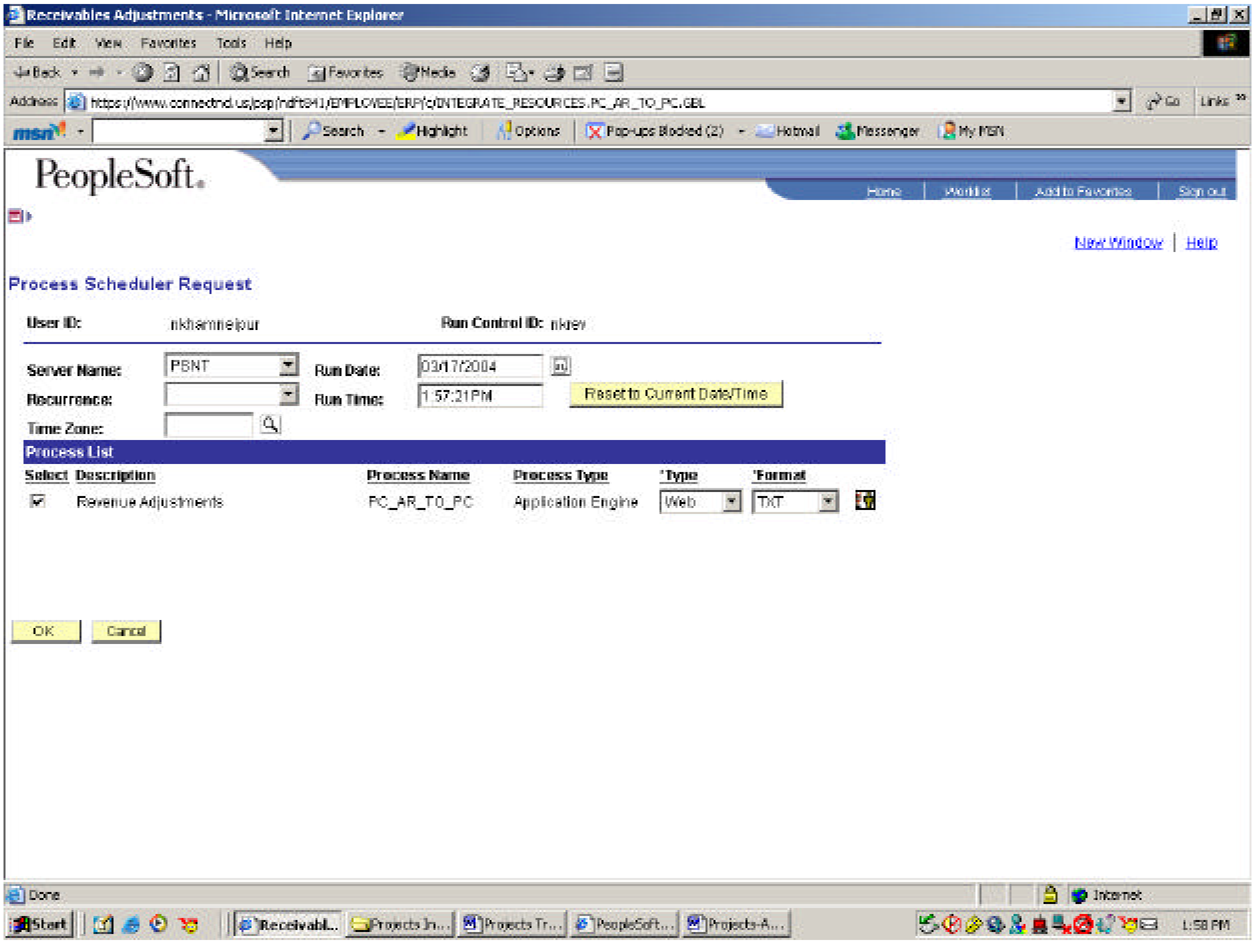


- Business Unit / Project Activity Option:
  - All
  - Selected Business Unit: Enter the appropriate Business Unit. Click the magnifying glass icon to search for valid values.
  - Selected Business Unit / Project: Enter the appropriate Business Unit and Project. Click the magnifying glass icon to search for valid values.
  - Selected Business Unit / Project / Activity: Enter the appropriate Business Unit, Project and Activity. Click the magnifying glass icon to search for valid values.

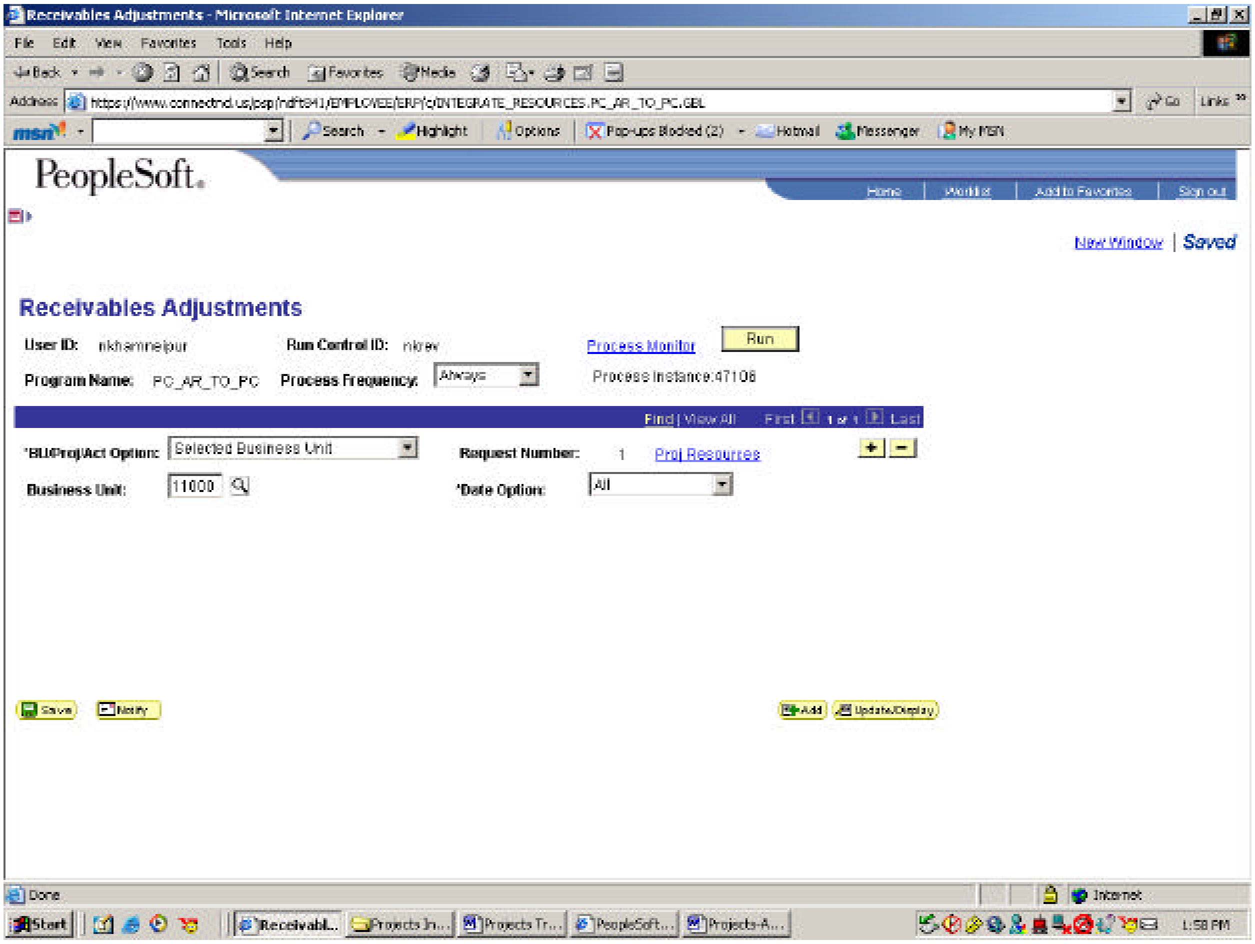
- Date Type:
  - All
  - Accounting Date: Enter the appropriate Date Range.
  - Transaction Date: Enter the appropriate Date Range.


Receivables Adjustments - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.connectnd.us/psp/ndfs841/EMPLOYEE/ERP/c/INTEGRATE_RESOURCES.PC_AR_TO_PC.GBL
Go Links
Search Highlight Options Pop-ups Blocked (2) Hotmail Messenger My MSN
PeopleSoft.
Home Worklist Add to Favorites Sign out
New Window Help
Receivables Adjustments
User ID: nkhamnejpur
Run Control ID: nkrev
Process Monitor
Run
Program Name: PC_AR_TO_PC
Process Frequency: Always
Find | View All First 1 of 1 Last
*BU/Proj/Act Option: Selected Business Unit
Request Number: 1
Proj Resources
Business Unit: 11000
*Date Option: All
Save Notify
Add Update/Display
Done
Internet
Start
1:57 PM

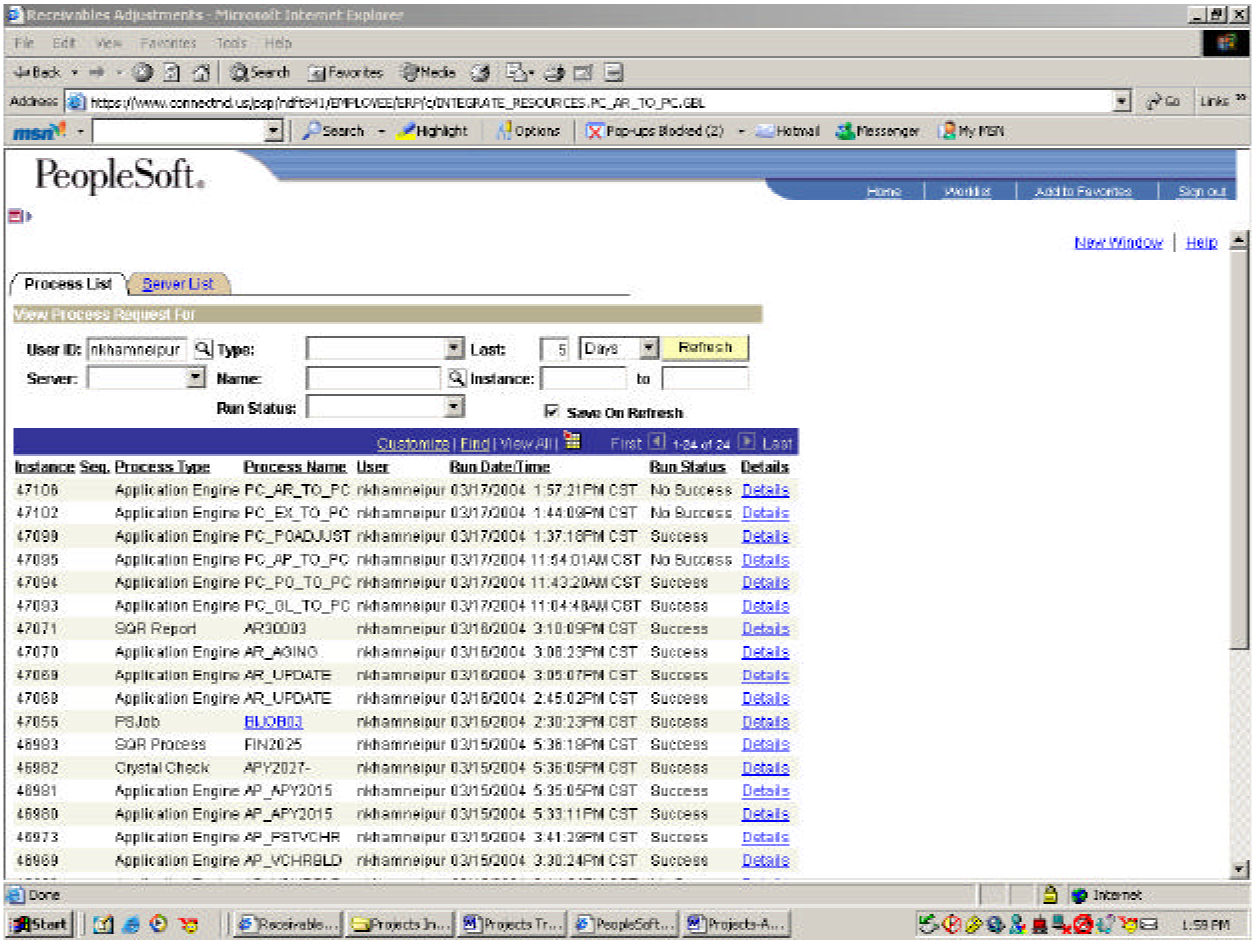
- Click Run



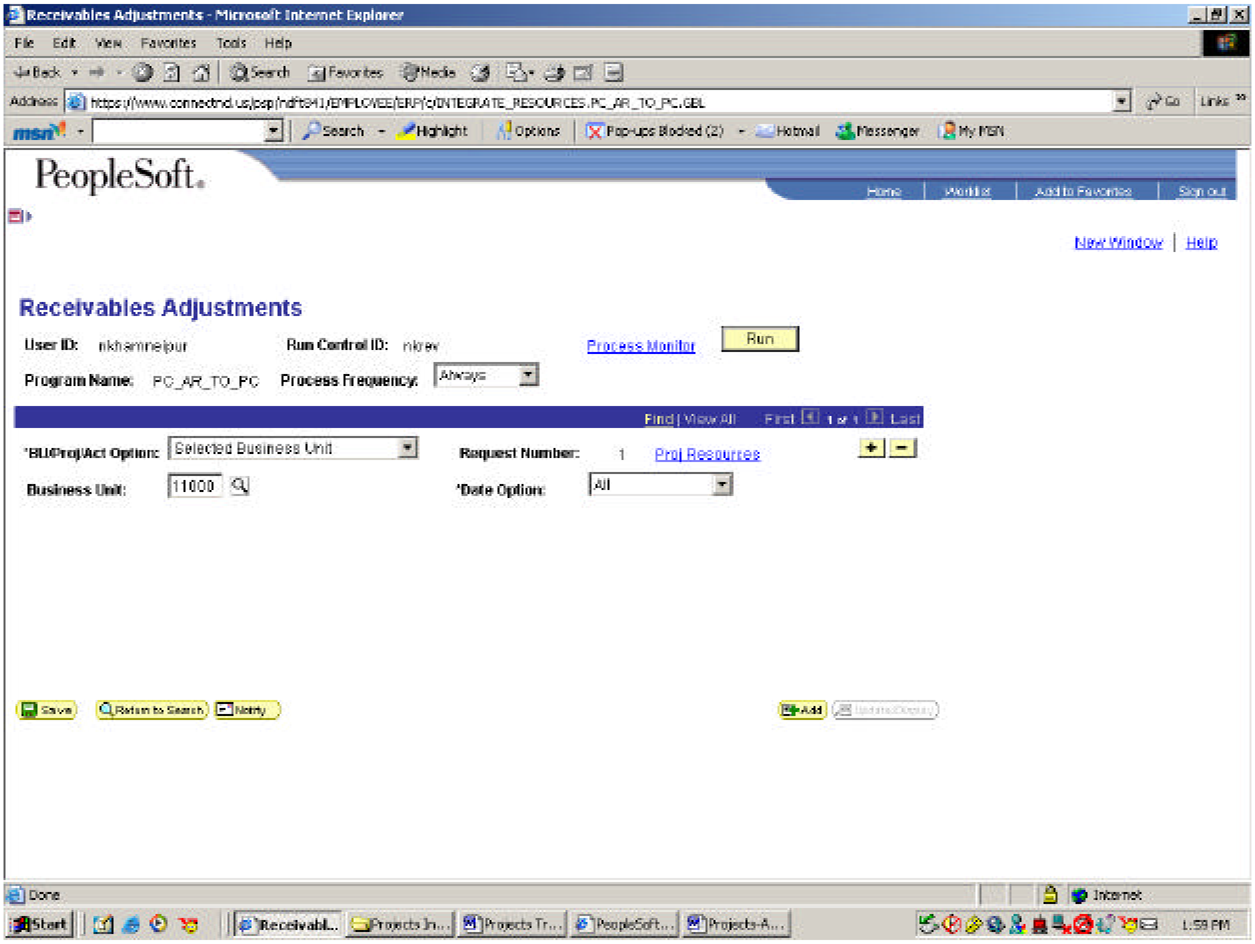
- Select the appropriate **Server Name:** PSNT.
- Select the Revenue Adjustments checkbox.
- Click OK to run the process.



- Click the Process Monitor hyperlink to view the status of the process.



- Click on Go Back to Receivable Adjustments hyperlink to return to the process page.



Note: This process will create 'REV' analysis types. Negative REV transactions filter to Projects if the item has been written off or refunded in Accounts Receivable.

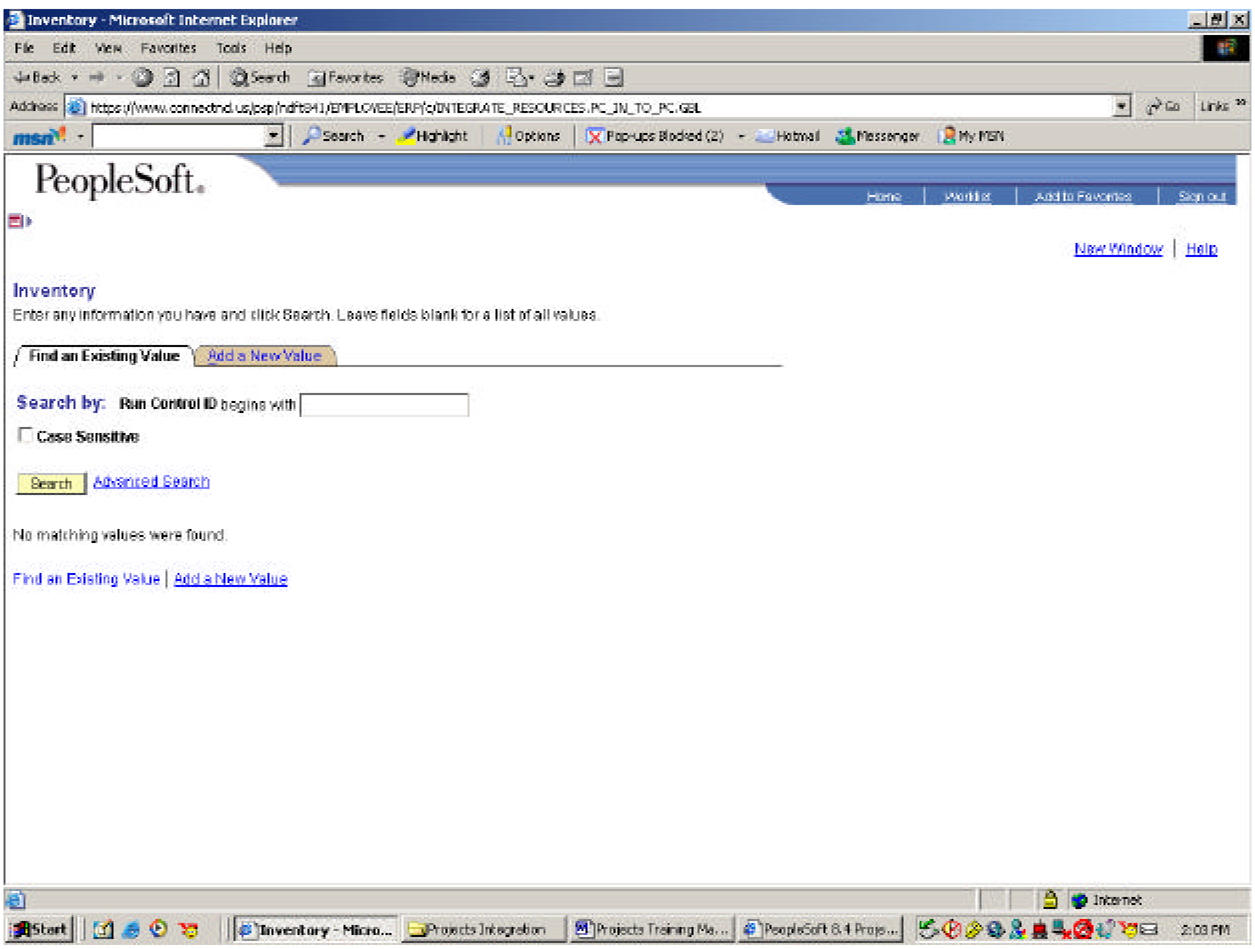
Running the Inventory to Projects Process

- Following are actions that occur to integrate demand between PeopleSoft Projects and PeopleSoft Inventory:
    - If a requisitioned item is an inventory item, PeopleSoft Purchasing can check purchasing availability or create a demand and place it on the DEMAND_INF_INV table where PeopleSoft Inventory picks it up.
    - If PeopleSoft Inventory cannot fulfill the demand, it is sent back so that PeopleSoft Purchasing can generate a purchase order or backorder the demand.
    - If the demand can be fulfilled, the requested items are assigned to the project ID identified on the demand.

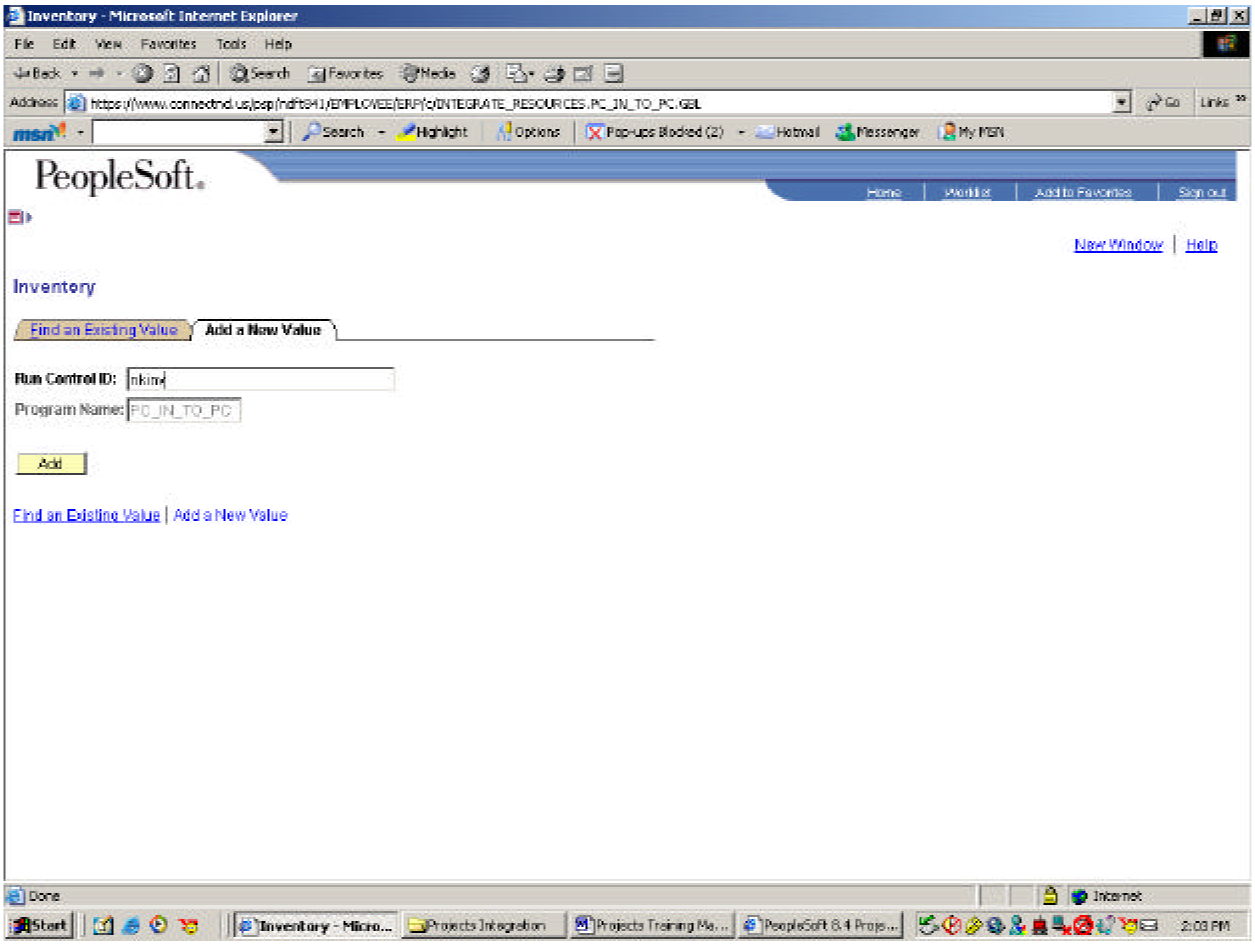
- The fulfilled demand is placed via Inventory Costing on the CM_ACCTG_LINE table where it can be picked up by PeopleSoft Projects and brought in as a resource transaction with an analysis type of *ACT* (actual costs). The Inventory to Projects Interface process copies fulfilled demands where the PC_DISTRIB_STATUS is set to *N* from the CM_ACCTG_LINE table to the PROJ_RESOURCE table.
- This process changes the PC_DISTRIB_STATUS of the transactions in the CM_ACCTG_LINE table to *D*, indicating that they have been picked up by PeopleSoft Projects.
- Fulfilled demands are brought into PeopleSoft Projects as resource transactions with an analysis type of *ACT*.

Projects > Collect Costs > Inventory

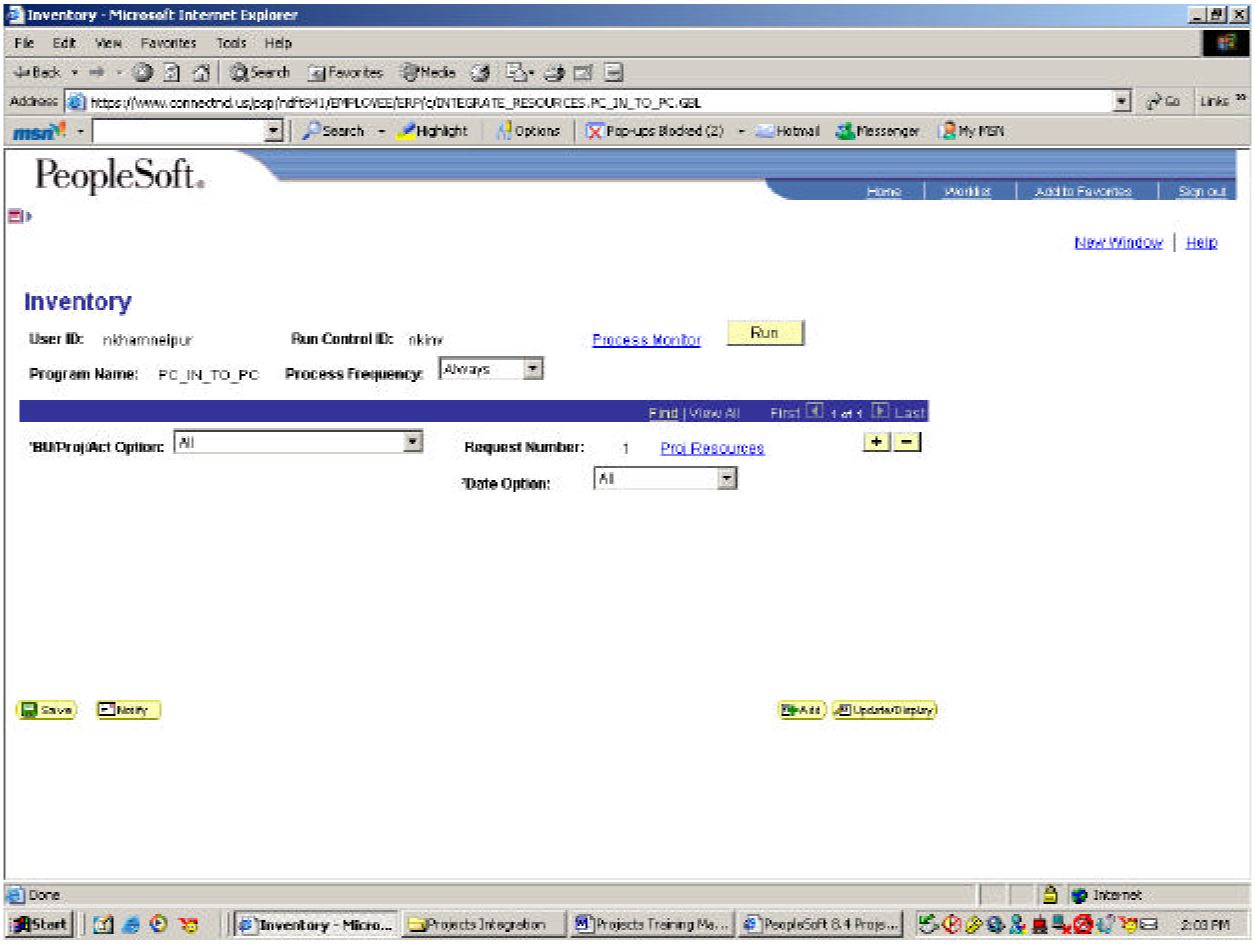
- Enter your unique Run Control.



- If you do not have a Run Control established, please set one up using the ‘Add a New Value’ tab.

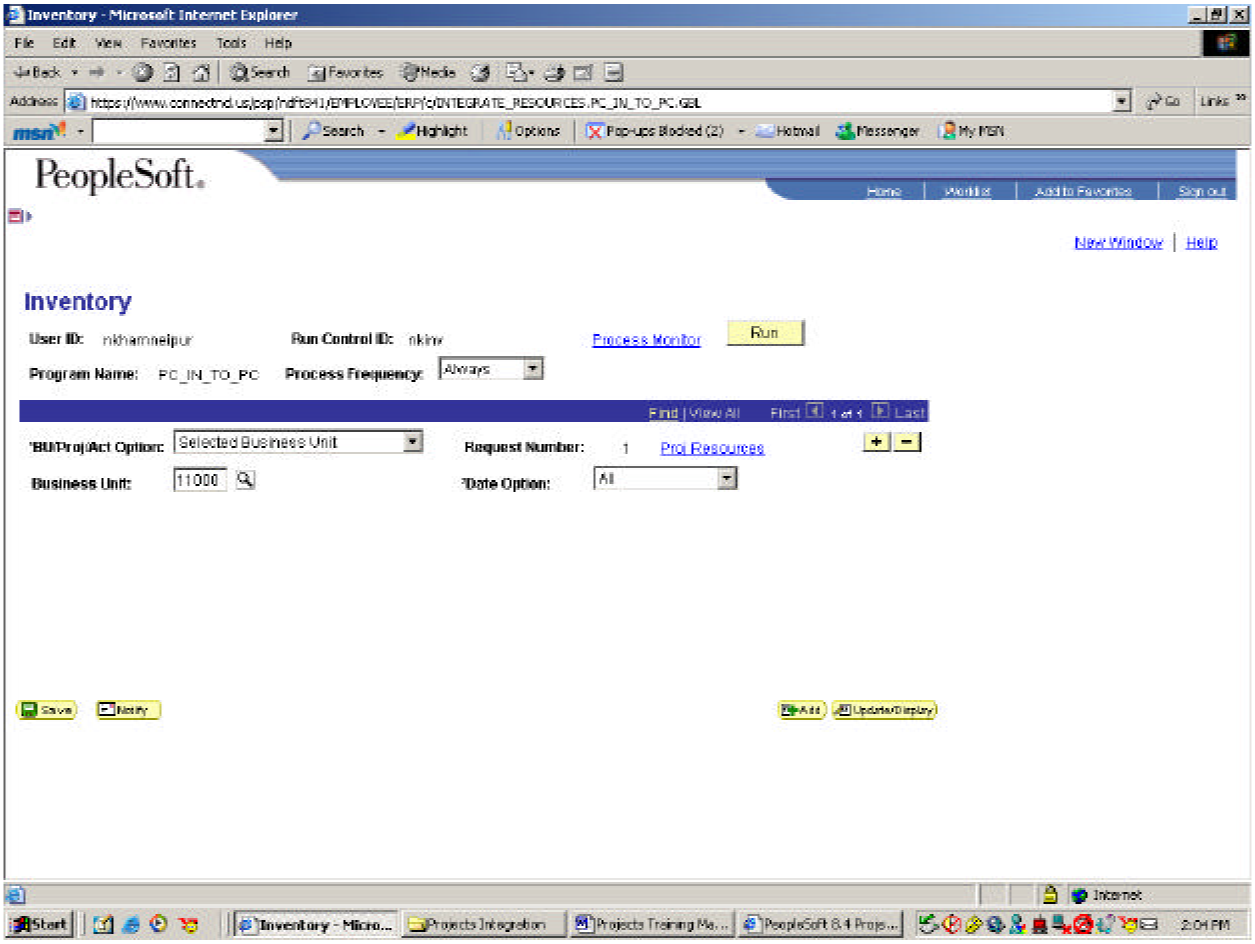


- Enter your Run Control ID.
- Click .

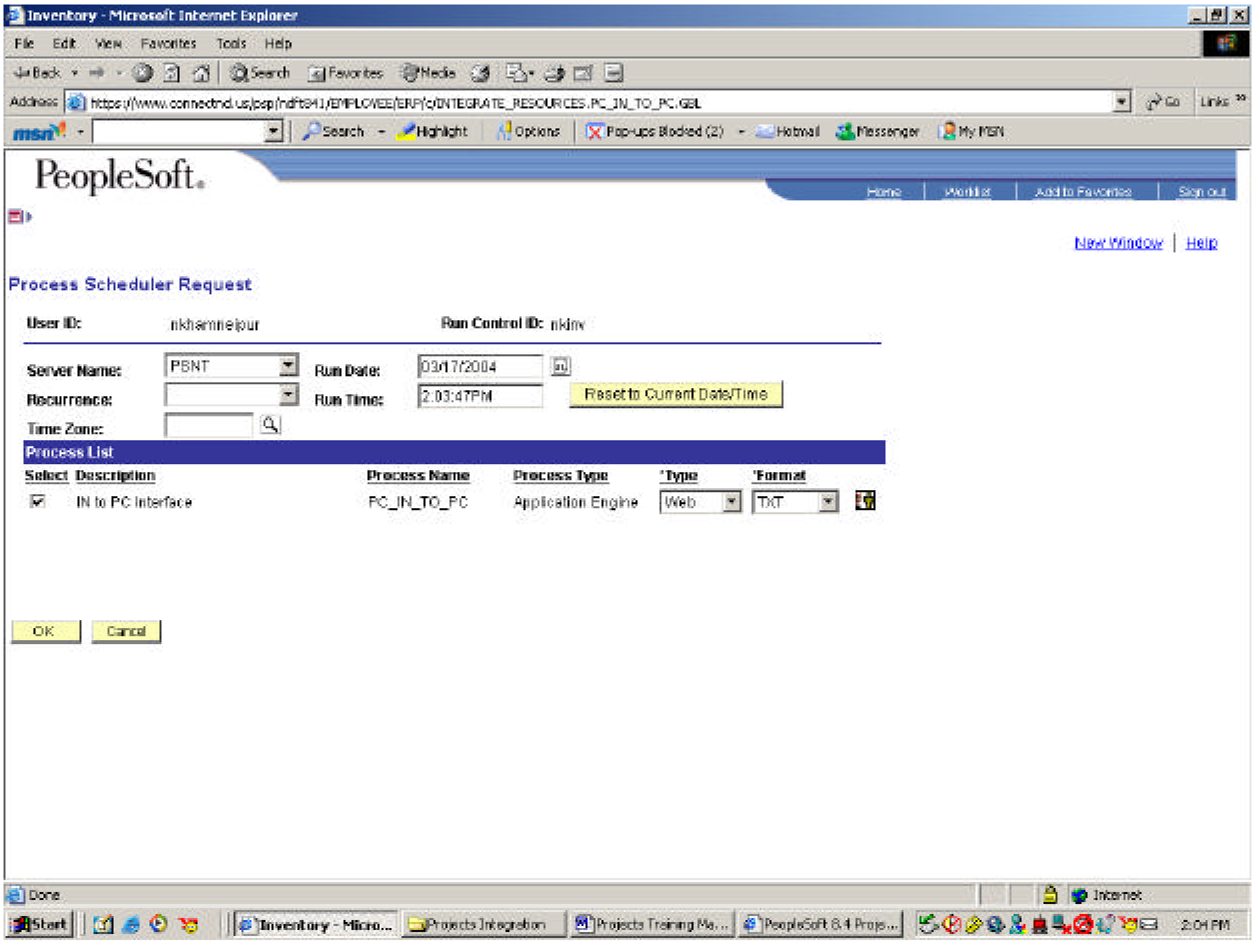


- Business Unit / Project Activity Option:
  - All
  - Selected Business Unit: Enter the appropriate Business Unit. Click the magnifying glass icon to search for valid values.
  - Selected Business Unit / Project: Enter the appropriate Business Unit and Project. Click the magnifying glass icon to search for valid values.
  - Selected Business Unit / Project / Activity: Enter the appropriate Business Unit, Project and Activity. Click the magnifying glass icon to search for valid values.

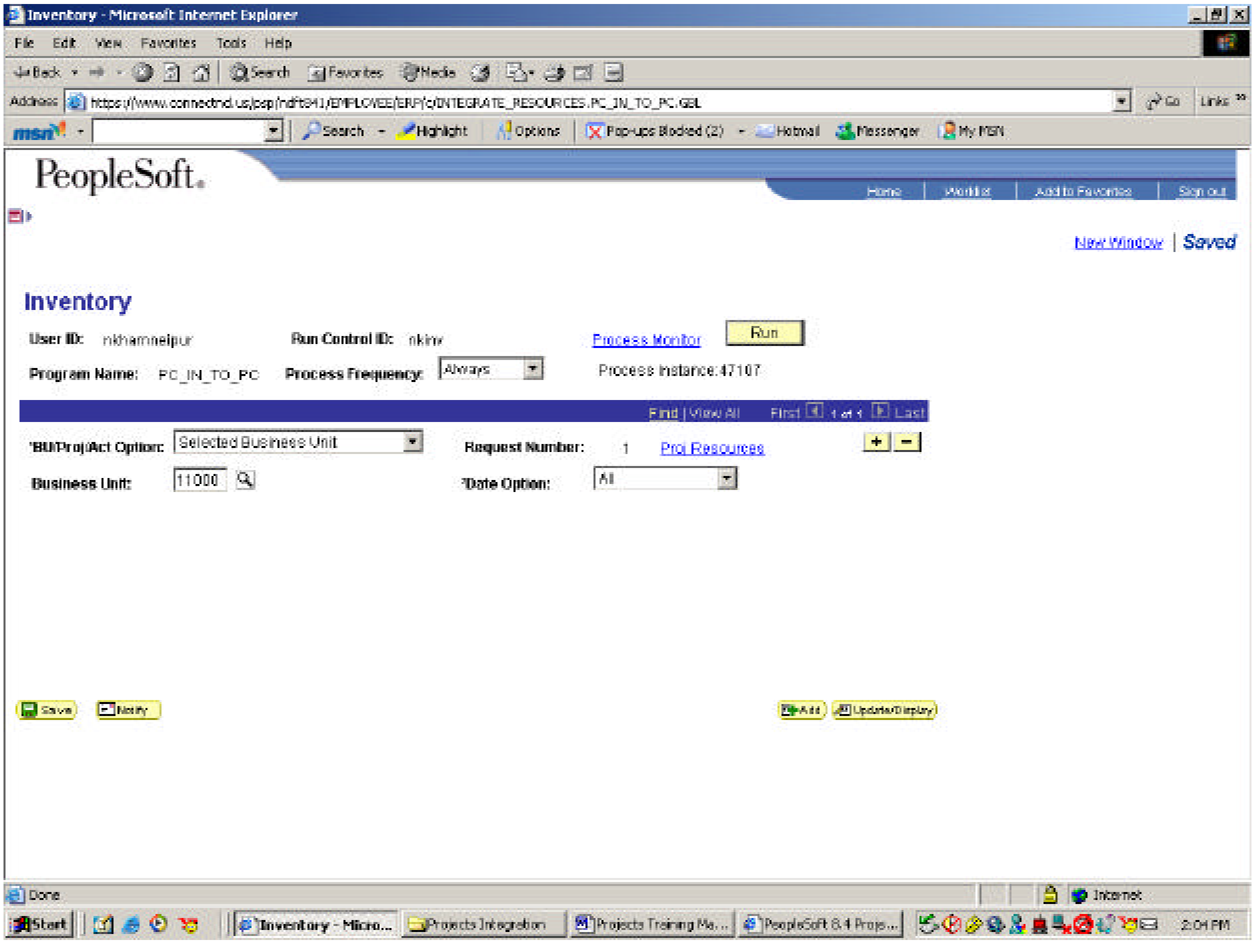
- Date Type:
  - All
  - Accounting Date: Enter the appropriate Date Range.
  - Transaction Date: Enter the appropriate Date Range.


Inventory - Microsoft Internet Explorer
Inventory
User ID: nkhamneipur
Run Control ID: nkinv
Process Monitor
Run
Program Name: PC_IN_TO_PC
Process Frequency: Always
*BU/Proj/Act Option: Selected Business Unit
Request Number: 1
Proj Resources
Business Unit: 11000
*Date Option: All
Save
Notify
Add
Update/Display

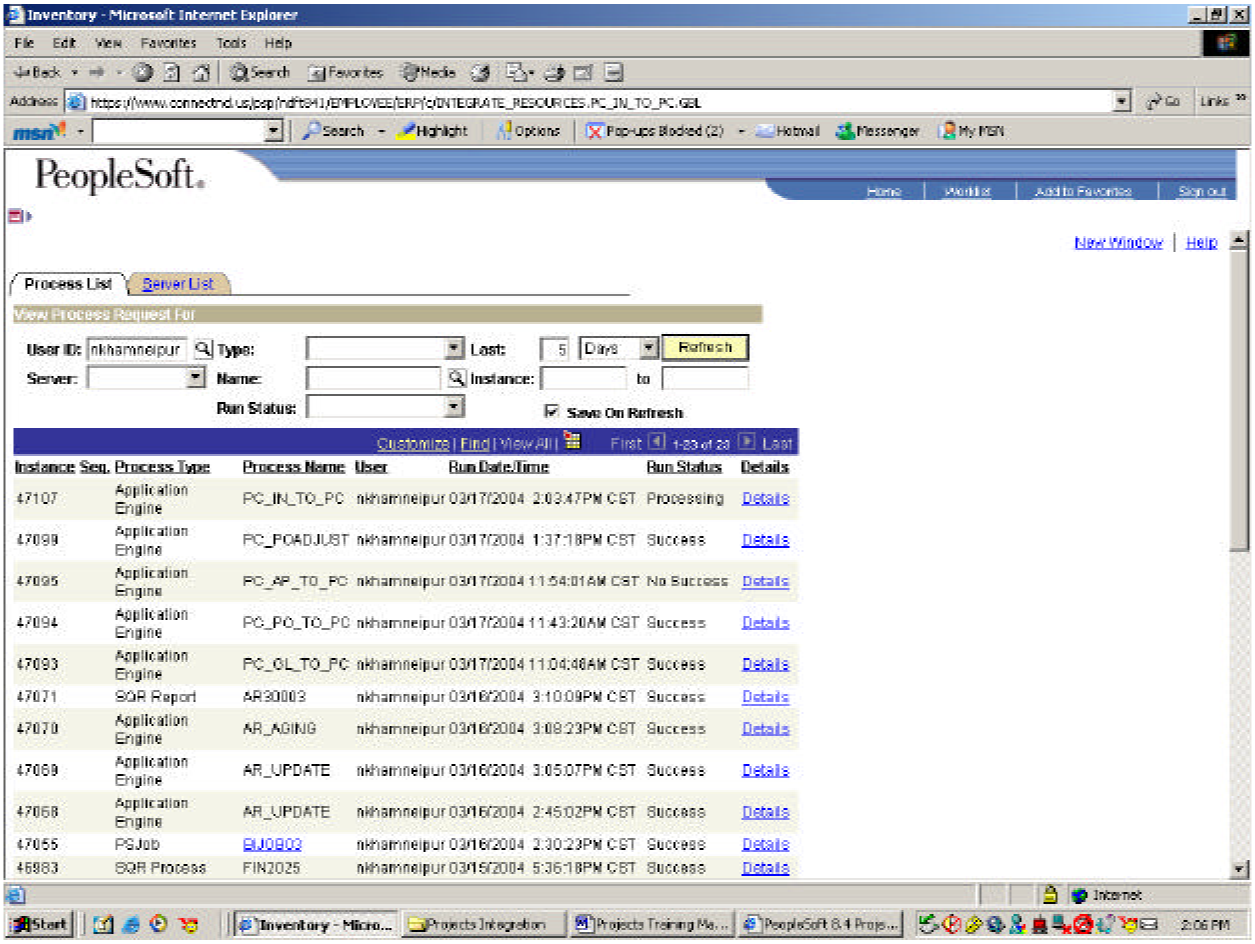
- Click Run



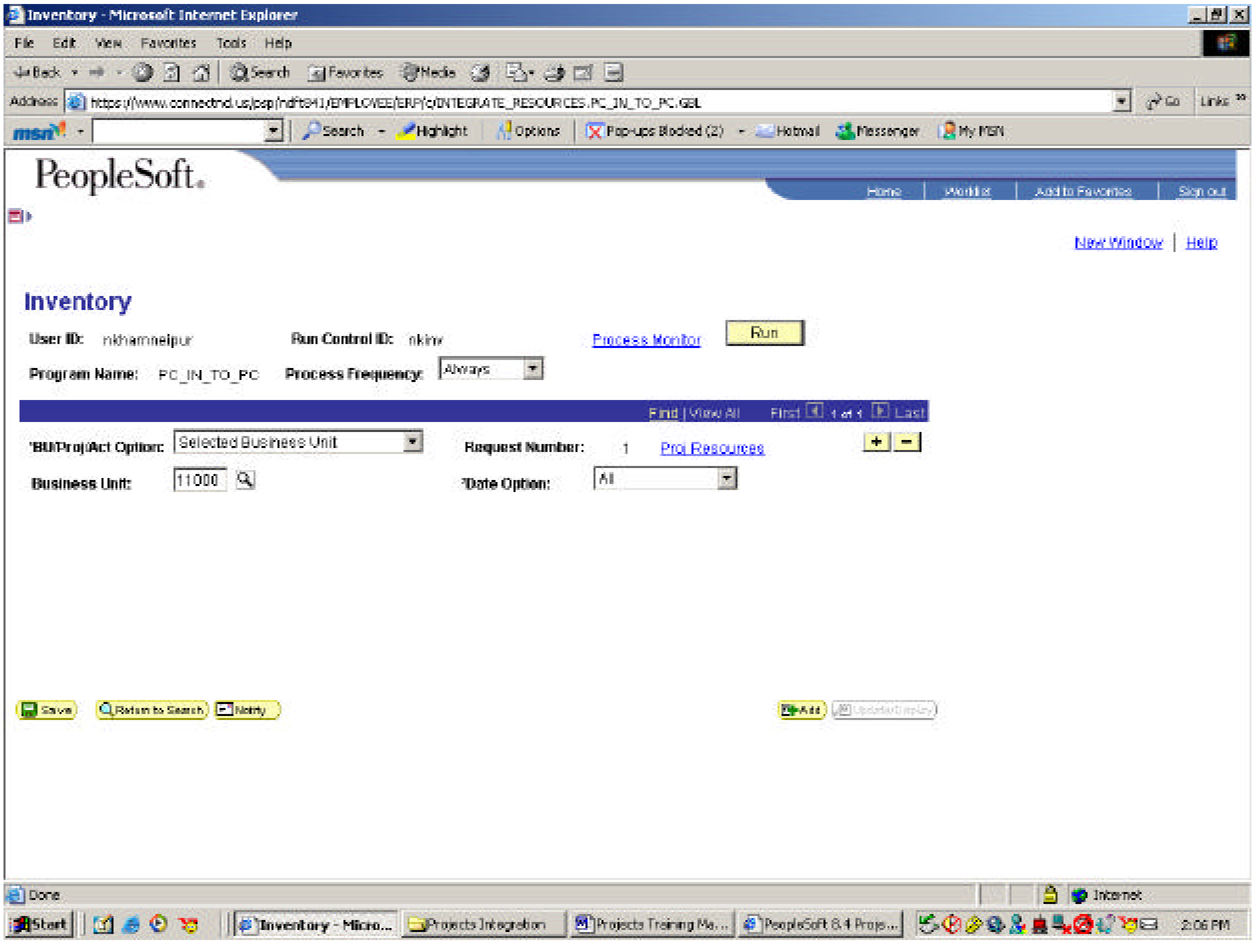
- Select the appropriate **Server Name:** PSNT.
- Select the IN to PC Interface checkbox.
- Click OK to run the process.



- Click the Process Monitor hyperlink to view the status of the process.



- Click on Go Back to Inventory hyperlink to return to the process page.

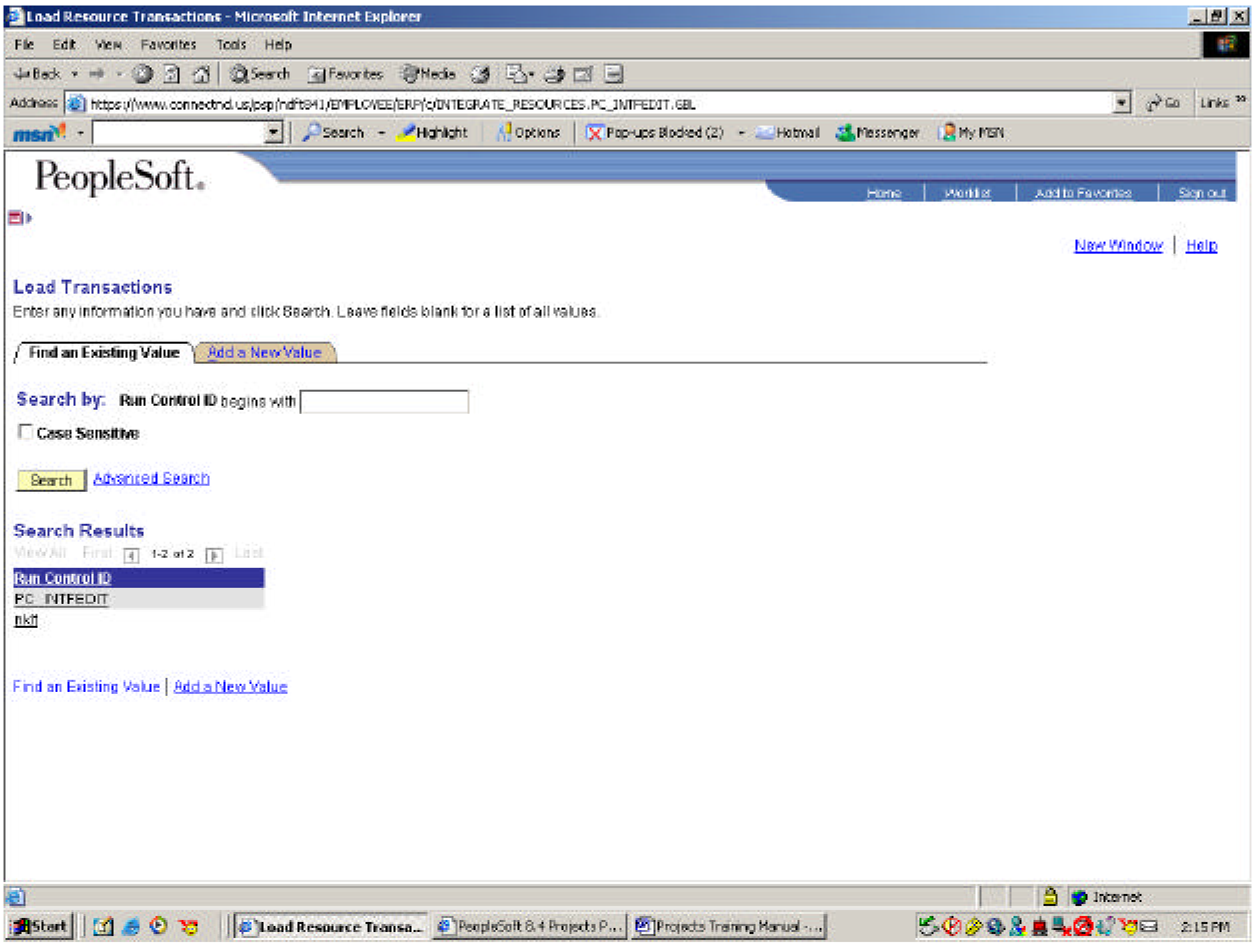


Note: This process will create 'ACT' analysis types.

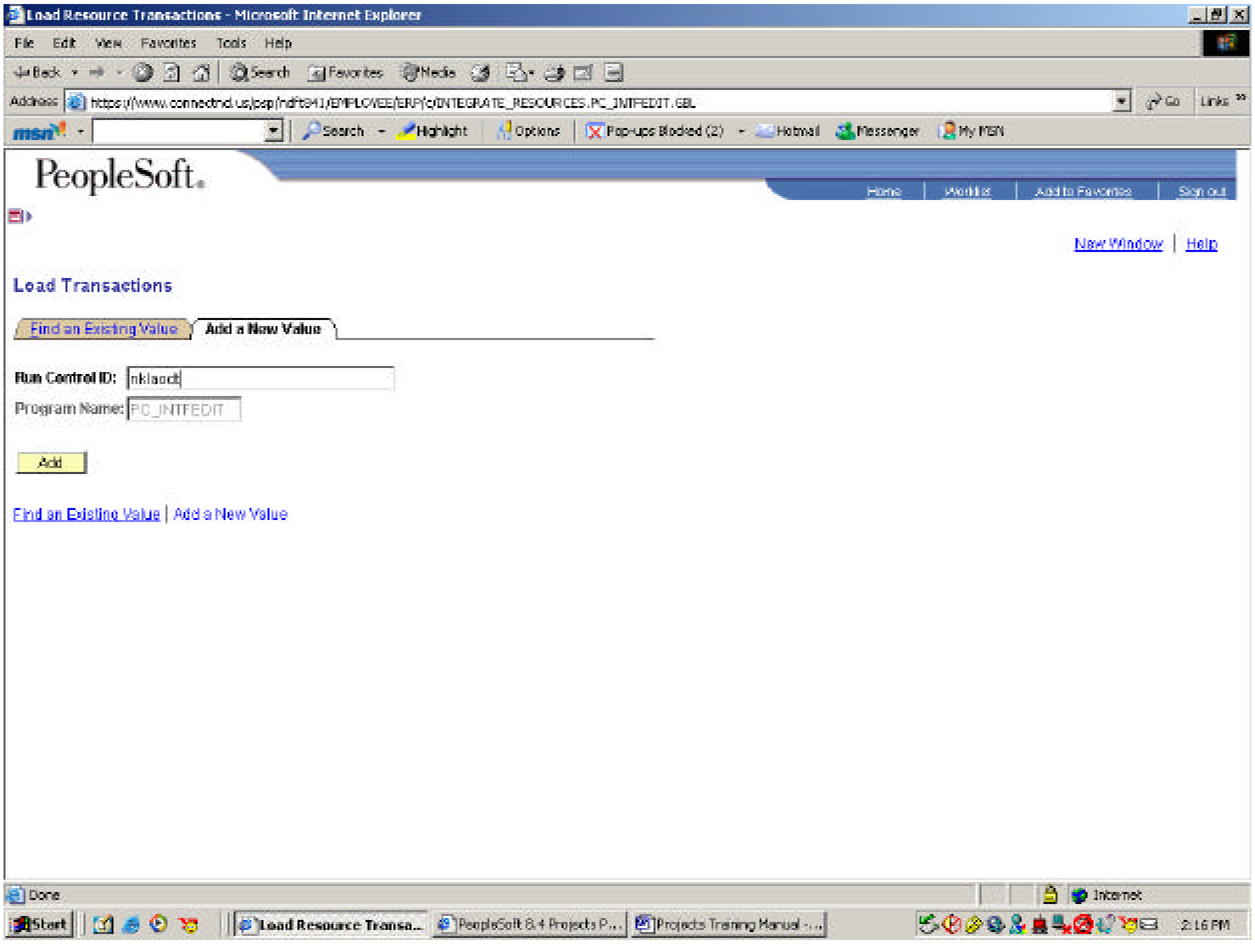
Load Resource Transaction Process

Projects > Third Party Integration > Load Resource Transactions

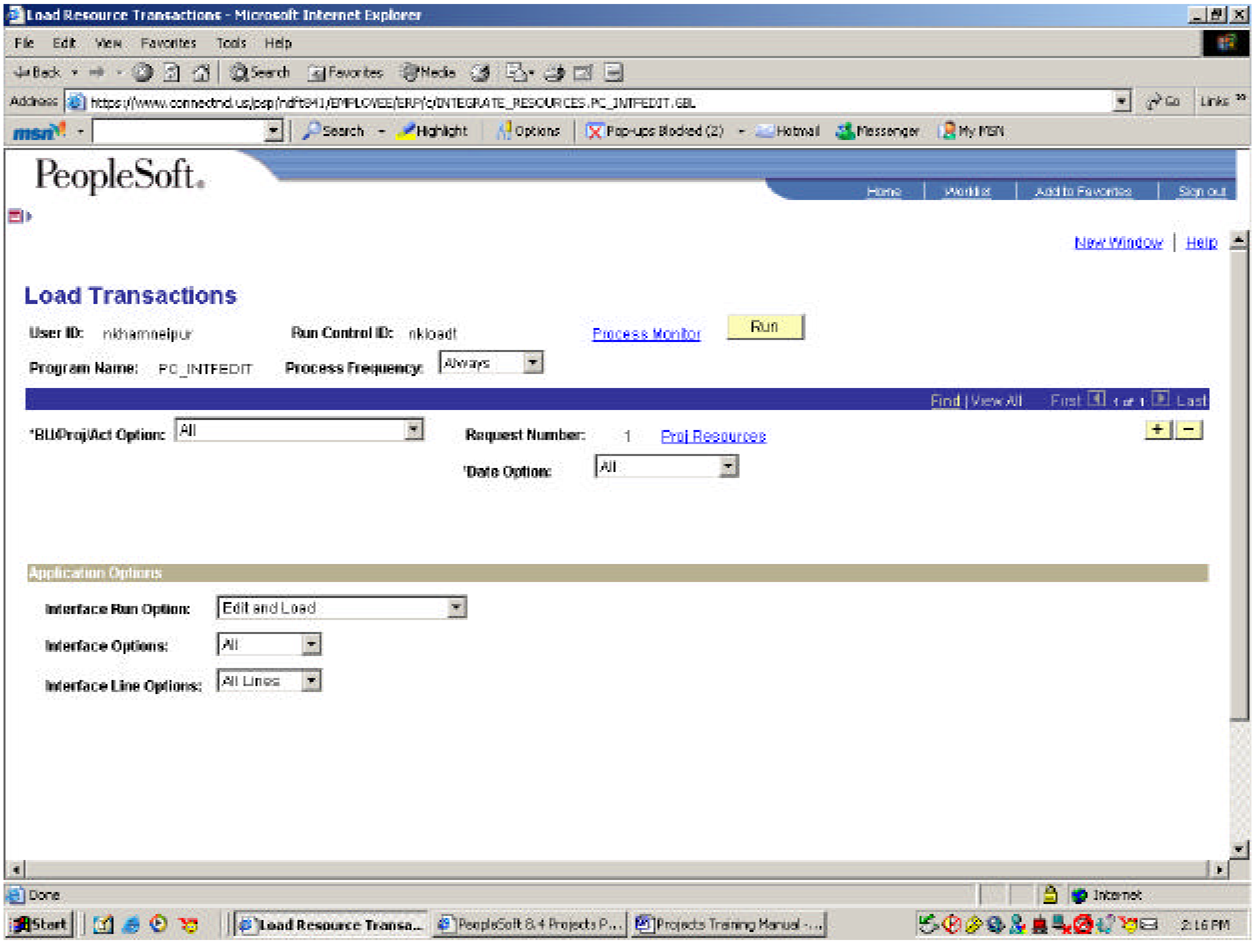
- Enter your unique Run Control.



- If you do not have a Run Control established, please set one up using the ‘Add a New Value’ tab.



- Enter your Run Control ID.
- Click Add.



- Business Unit / Project Activity Option:
  - All
  - Selected Business Unit: Enter the appropriate Business Unit. Click the magnifying glass icon to search for valid values.
  - Selected Business Unit / Project: Enter the appropriate Business Unit and Project. Click the magnifying glass icon to search for valid values.
  - Selected Business Unit / Project / Activity: Enter the appropriate Business Unit, Project and Activity. Click the magnifying glass icon to search for valid values.

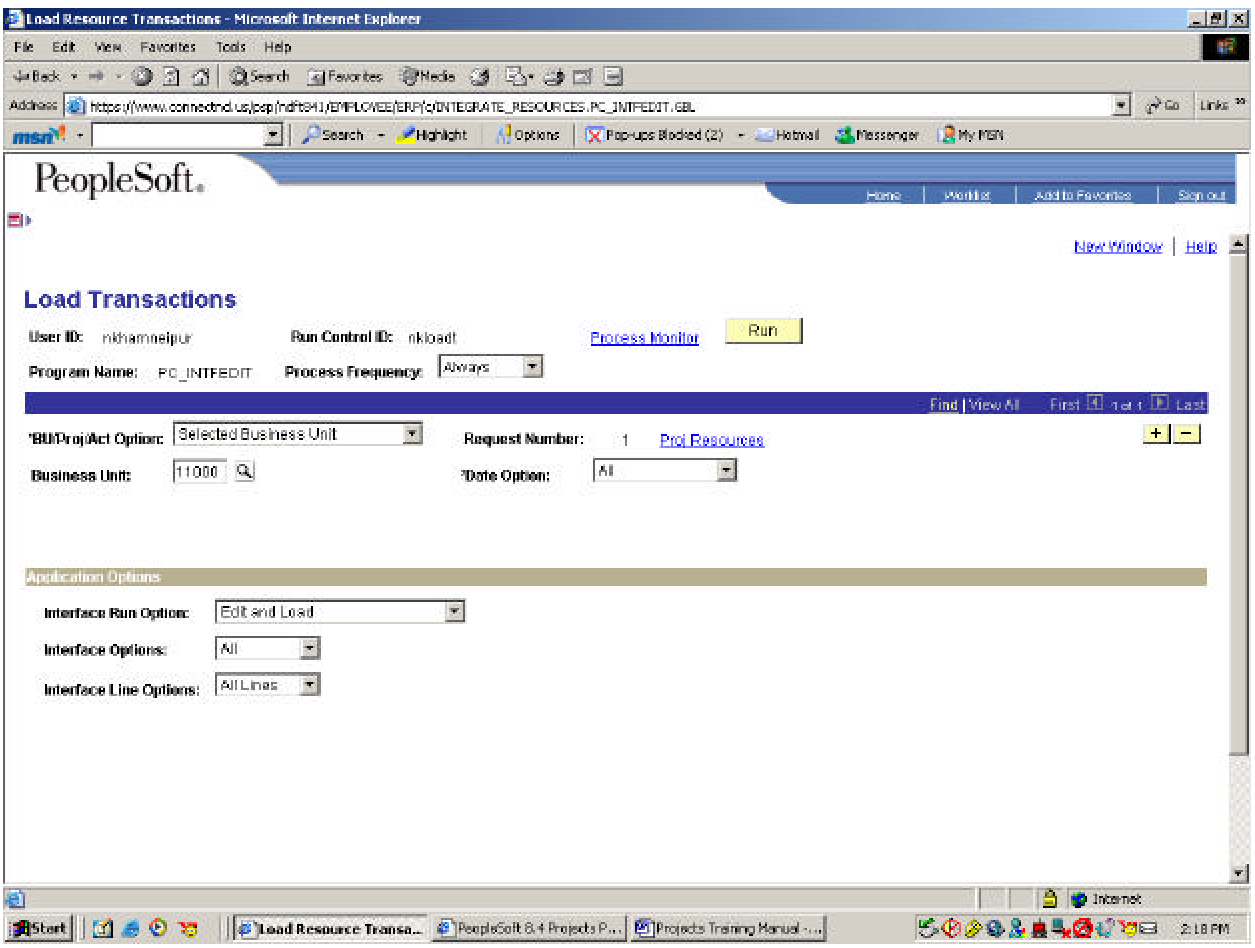
- Date Type:
  - All
  - Accounting Date: Enter the appropriate Date Range.
  - Transaction Date: Enter the appropriate Date Range.

- Application Options:
  - Interface Run Options:

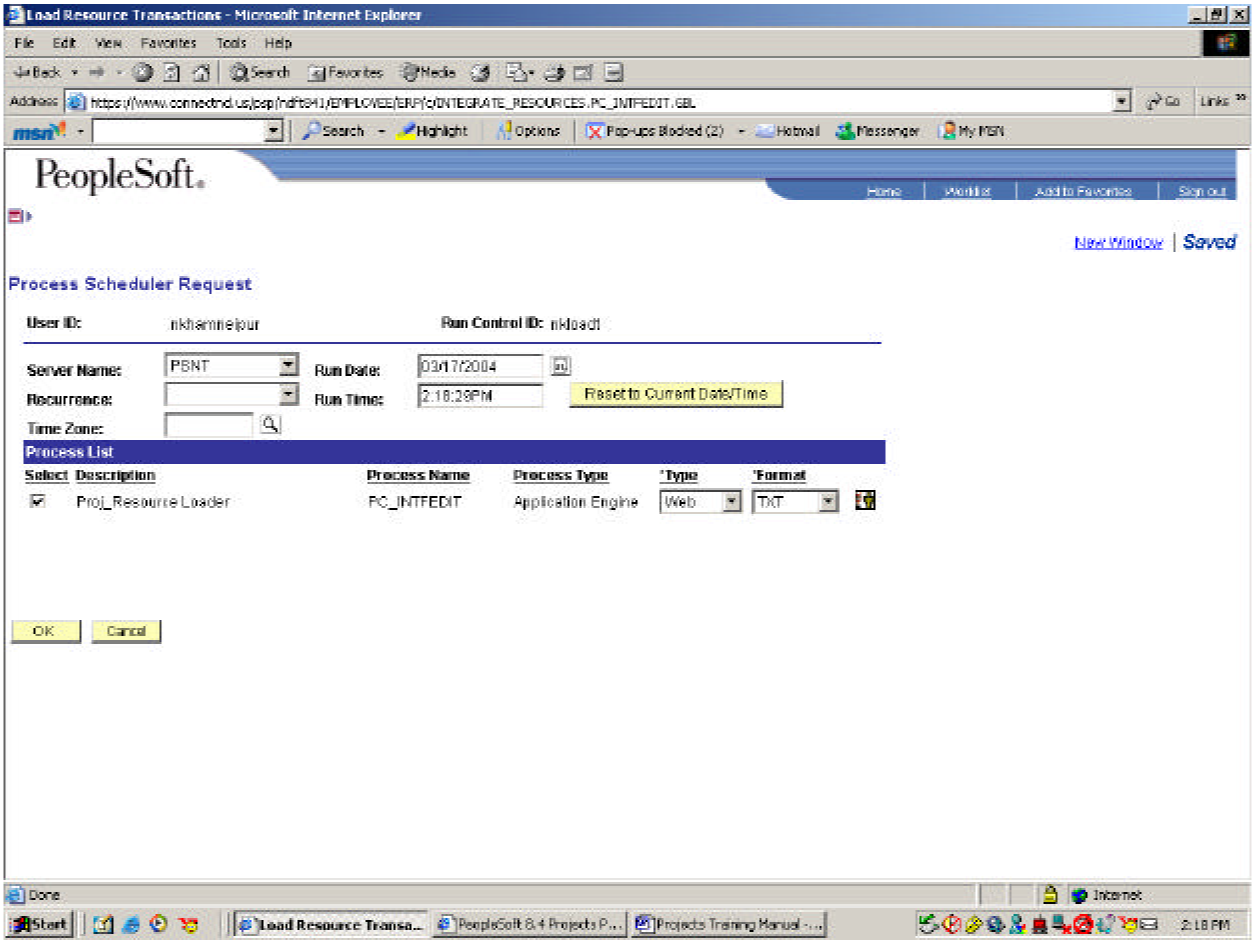
- Edit and Load
- Edit Only
- Load Only
- Update Only

- Interface Options:
  - All
  - Range

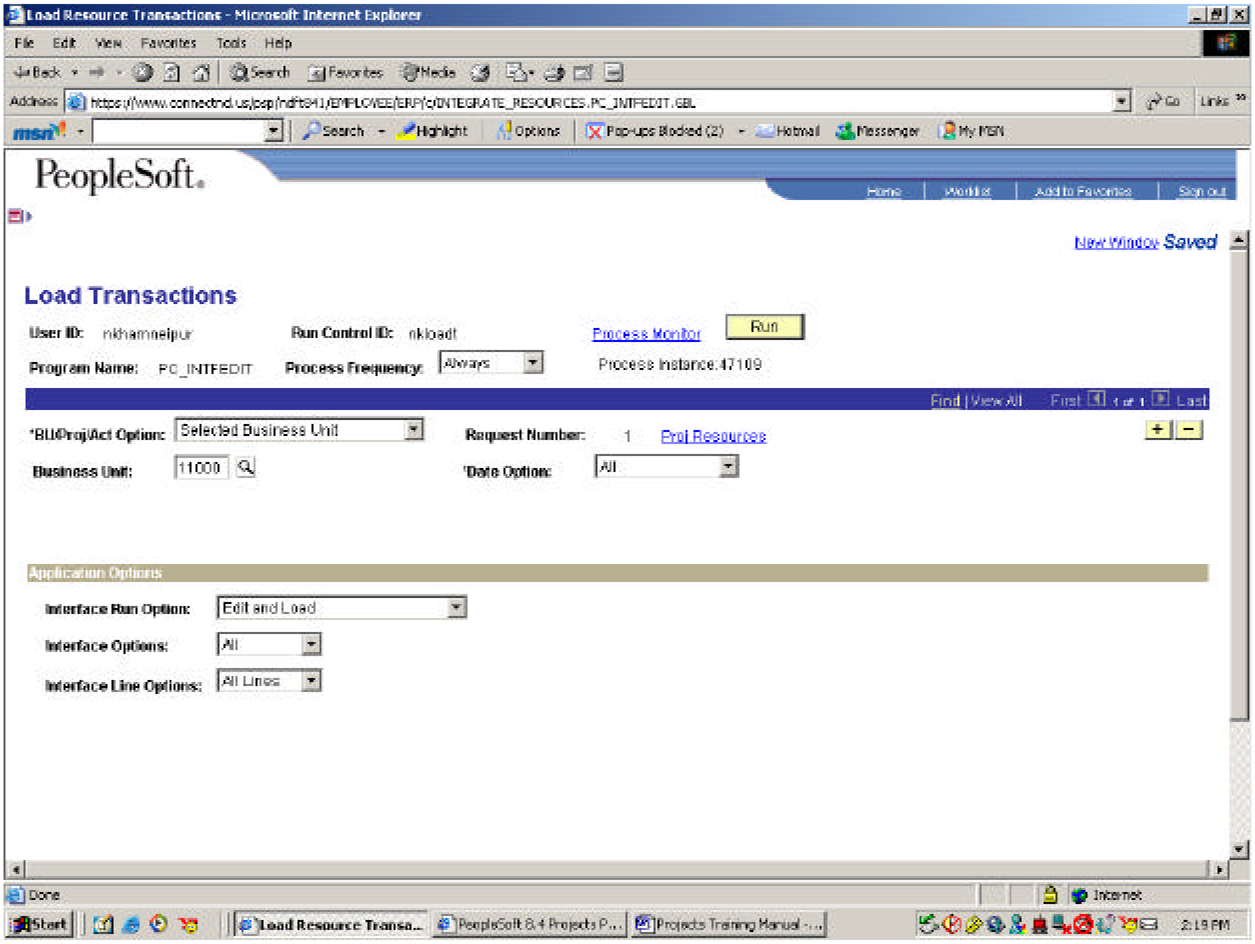
- Interface Line Options
  - All Line
  - Range



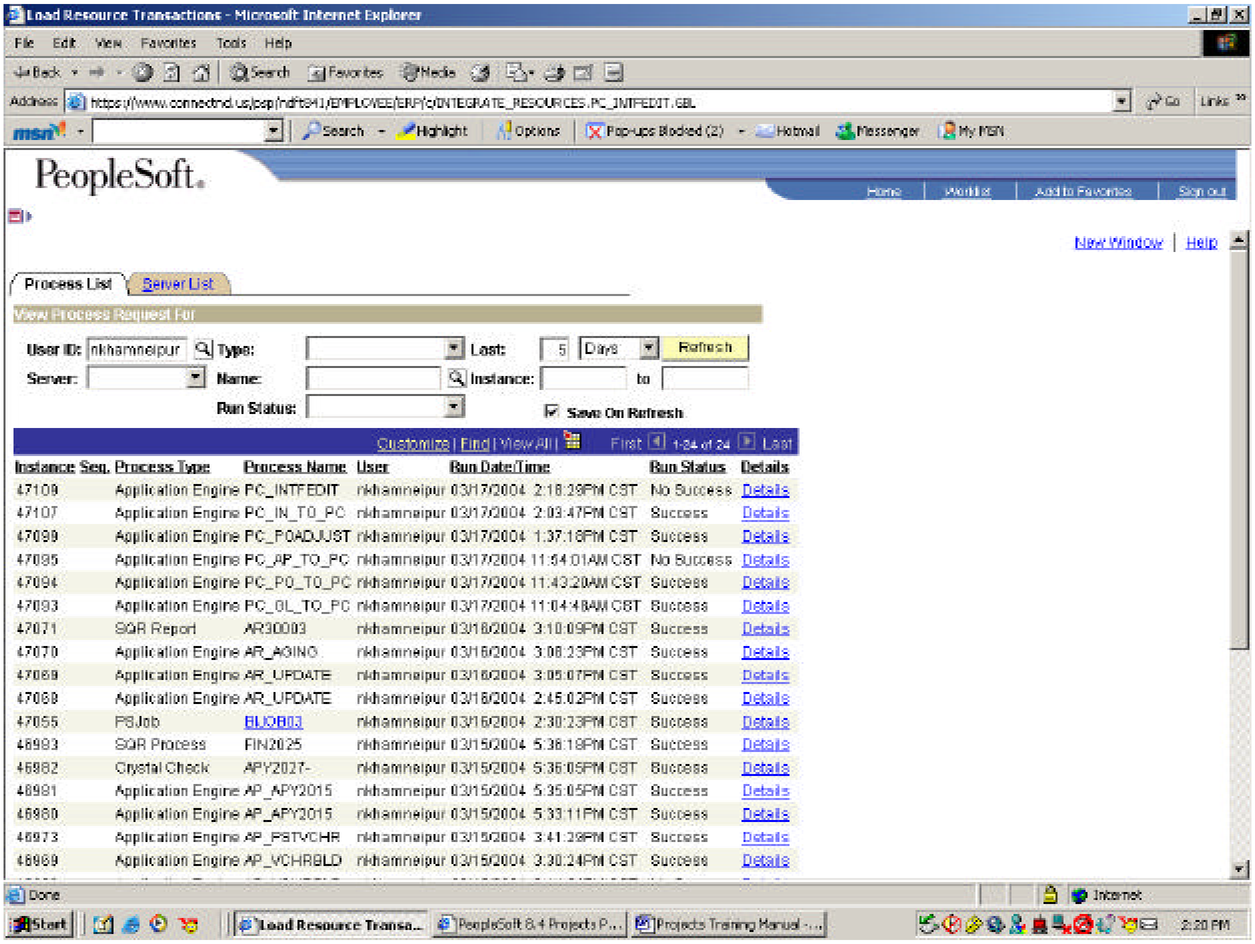
- Click Run



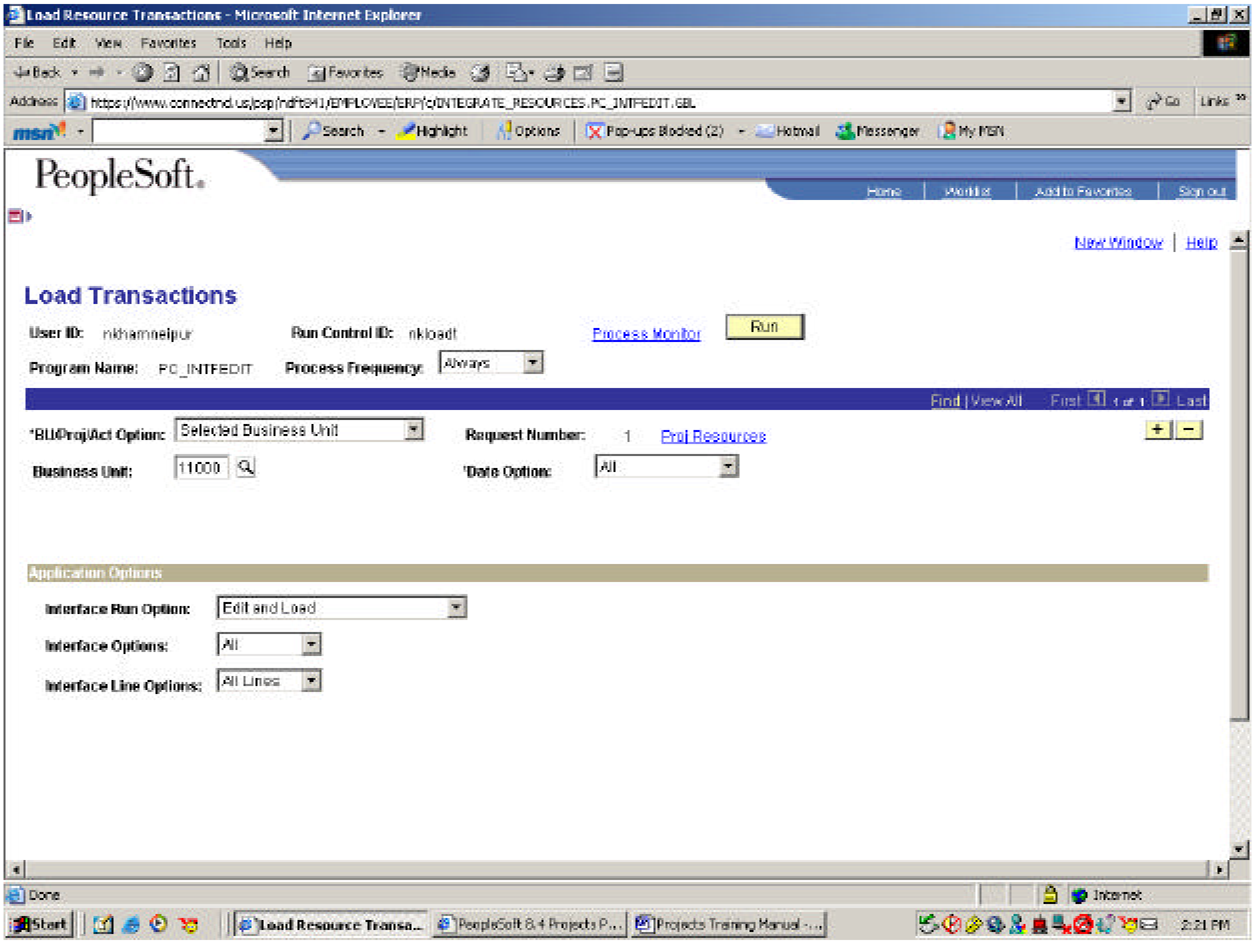
- Select the appropriate **Server Name:** PSNT.
- Select the Proj_Resource Loader checkbox.
- Click OK to run the process.



- Click the [Process Monitor]() hyperlink to view the status of the process.



- Click on Go Back to Load Transactions hyperlink to return to the process page.


Load Resource Transactions - Microsoft Internet Explorer
PeopleSoft.
Home
Worklist
Add to Favorites
Sign out
New Window
Help
Load Transactions
User ID: nkhamneipur
Run Control ID: nkloadt
Process Monitor
Run
Program Name: PC_INTFEDIT
Process Frequency: Always
Find | View All
First 1 of 1 Last
*BU/Proj/Act Option: Selected Business Unit
Request Number: 1
Proj Resources
Business Unit: 11000
*Date Option: All
Application Options
Interface Run Option: Edit and Load
Interface Options: All
Interface Line Options: All Lines
Done
Internet
Start
Load Resource Transa...
PeopleSoft 8.4 Projects P...
Projects Training Manual -...
2:21 PM